# Aatrix
# Payroll

## User Guide

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Aatrix Payroll 12.0 User Guide for Aatrix Top Pay, MultiUltimate, Ultimate, MacP&L Payroll, PayCheck, Payroll.

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CHAPTER 1

# Introduction

## Chapter overview

The following information is covered in this chapter:

- User Guide overview
- Program overview
- Software terms
- Internet menu
- Understanding the basics
- Contacting Customer Support

# User Guide overview

This guide is for Aatrix PayCheck, Aatrix Payroll, Aatrix MacP&L Payroll, and Ultimate Payroll (Single and Multi-company versions) users. The detailed instructions and explanations in this manual refer to all these programs, unless specifically noted.

Note that some of the features described in this manual are not available in all programs. If your program does not contain a feature you need, you can easily upgrade your program without losing any of the information you've already entered. Call our Sales Department at (800) 426-0854 for details.

## Symbols and conventions

To help you understand and use the guide more effectively, this user guide uses the following symbols and conventions to make specific types of information stand out.

The light bulb symbol indicates a helpful tip, shortcut, hint or suggestion on the current topic.

The warning symbol is used to alert, warn, or caution you of particular procedures, actions or notices.

***Note:*** *The **Note** format (i.e., line above, line below) is used to format a special note.*

The (>) symbol indicates a selection to make from a menu. For example, **File** > **Print** is the same as select the **Print** command from the **File** menu.

## Aatrix Payroll Series PDF User Guide

Aatrix Software provides a Payroll Series User Guide in Adobe's Portable Document Format (PDF). PDF user guides can be read on your computer screen or printed. You can access the User Guide by selecting Help from the menu bar and choosing Aatrix Payroll Series User Guide.

You can also download User Guides from our website (www.aatrix.com) or access them from the Documentation folder in the Payroll folder.

***Note:*** *If you are using OS 9, the Aatrix Payroll Series User Guide can be accessed by selecting Guides from the menu bar, then choosing Aatrix Payroll Series User Guide. You will need Adobe Acrobat 4 or higher to access the User Guide.*

# Navigating online manuals

## Using Adobe™ Acrobat Reader™

There are different ways to navigate through this document using Adobe™ Acrobat Reader™:

Use **Page Up** and **Page Down** keys or the **Left** and **Right** arrow keys on the keyboard to move from one page to the next. The **Up** and **Down** arrow keys scroll through the pages.

If reading this document as an electronic manual (using Adobe™ Acrobat Reader™), you may directly access various chapters or topics by clicking the chapter and topic headers on the directory tree to the left of the document window (Bookmarks). This document also contains linked cross references, marked by blue text, which may be clicked upon to directly access targeted locations with more information.

## Accessing topics using bookmarks

Using Bookmarks is a speedy and accurate way to move through a document.

### Instruction Set 1–1: Accessing a topic using bookmarks

1. Launch Adobe™ Acrobat Reader™.

   The bookmark window displays to the left of the main document window.

2. Move the mouse pointer over the topic you want to read and click. Alternatively, use the arrow keys on the keyboard to move up and down though the topics.

3. When the topic you want is highlighted, press Enter.

If the bookmark window is not displayed, select **Window > Show Bookmarks** on the Acrobat Reader™ menu bar. Alternatively, use the keyboard command **F5**, or move the mouse pointer on the bookmark button .

## Finding specific topics

To locate specific words, phrases, or topics quickly, use Adobe™ Acrobat's™ built-in **Find** feature.

### Instruction Set 1–2: Finding a specific topic

1. On the Acrobat Reader™ toolbar, click the **Find** button.

2. Type the text you want to search for in the text box.

3. Click **Find**.

4. To search for the next instance, press **CTRL-F**.

***Note:*** *For more help using Acrobat Reader™, select* ***Help*** *from the menu bar, and then choose* ***Reader Online Guide****.*

## Printing PDF Manuals

This document is laid out to print on standard size (8.5" x 11") paper in portrait orientation with a left edge binding. The layout also allows for duplex (both sides of page) printing.

### Instruction Set 1–3: Printing a PDF manual

1 Launch Adobe™ Acrobat Reader™.

2 Select **File > Print** or click the **Printer** button on the toolbar.

3 In the Print dialog, make selections as needed.

**Pages**
To print a specific range of pages, mark the desired range in the **From** and **To** boxes.

4 Click **OK.**

*Keyboard Shortcut: CTRL-P generates the Mac Print dialog.*

## Program Installation Instructions

Instructions for installing our payroll program are not provided in the User Guide, instead they are provided as a separate document that is included with your software order. If you misplace your installation instructions, you can find them in a folder called INSTALLATION INSTRUCTIONS on the Aatrix CD-ROM.

# Aatrix Payroll Series overview

Thank you for choosing Aatrix Software. Our payroll programs have been designed with an “open architecture” format that allows you to define and set the parameters for your deductions, employer paid contributions, and extra income items to fit your payroll needs.

If the software “as is” cannot perform a needed payroll task, call customer support. A variety of additional plug-ins have been created to handle most situations.

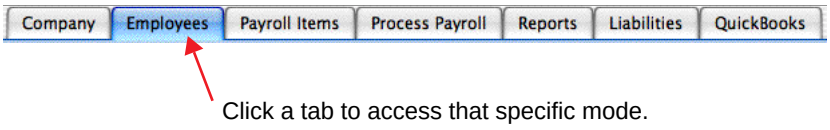
While comprehensive and powerful, our payroll programs use the latest in user friendly interface features which has made our software among the most popular on the market. However, if you have never done payroll processing before or you have any questions, our support staff will be happy to help you. For information on contacting Customer Support, please refer to Getting help on page 1-17 .

**The Tab windows**

Before you begin using your payroll program, there are some things you should become familiar with in order to use the program more easily.

It is helpful to think of your payroll program as operating in seven different modes: Company Setup, Employees, Payroll Items, Process Payroll, Reports, Liabilities, and QuickBooks.

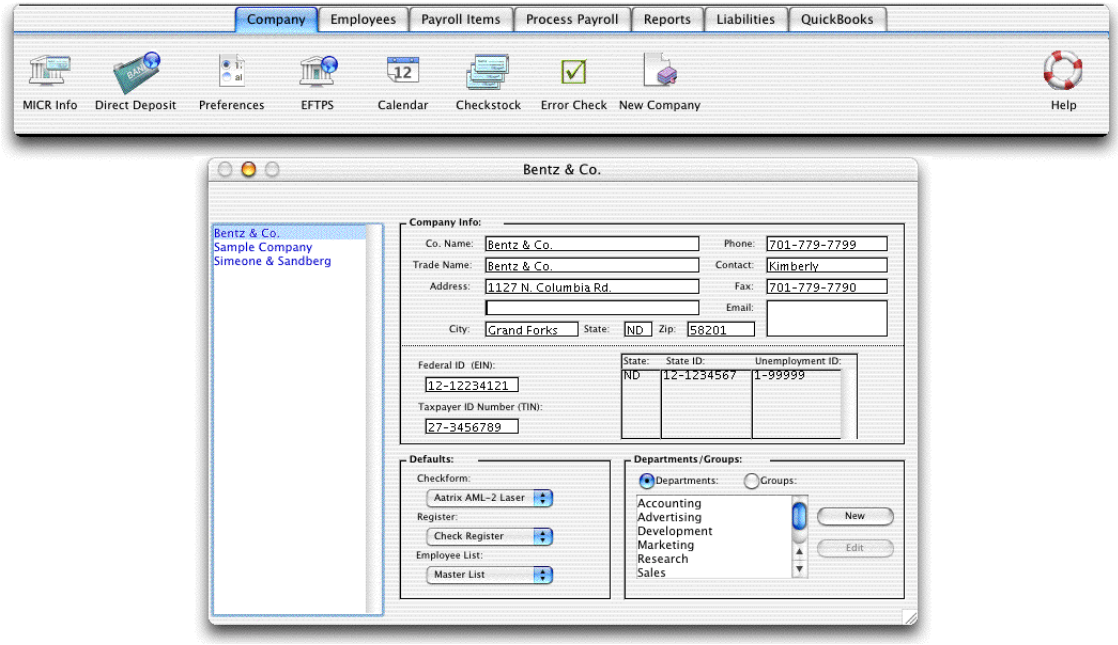
To access any one of the modes, click the appropriate tab as illustrated below.




Each tab window contains a set of toolbar buttons that change depending on which mode you are in. Clicking these buttons will execute the command that the button represents. For example, clicking the New employee button allows you to create a new employee file.

## Company tab window

Click the **Company** tab to open the window that contains your company information.




The buttons in the Company tab window allow you to set up new companies, store bank information such as bank routing number for printing checks on blank checkstock or direct deposit.

Clicking the **Prefs** button allows you to setup your preferences for accounting, employees, printing, program, security, and Time Card.

Clicking the **Enroll EFTPS** button allows you to enroll with the Aatrix's EFTPS Service.

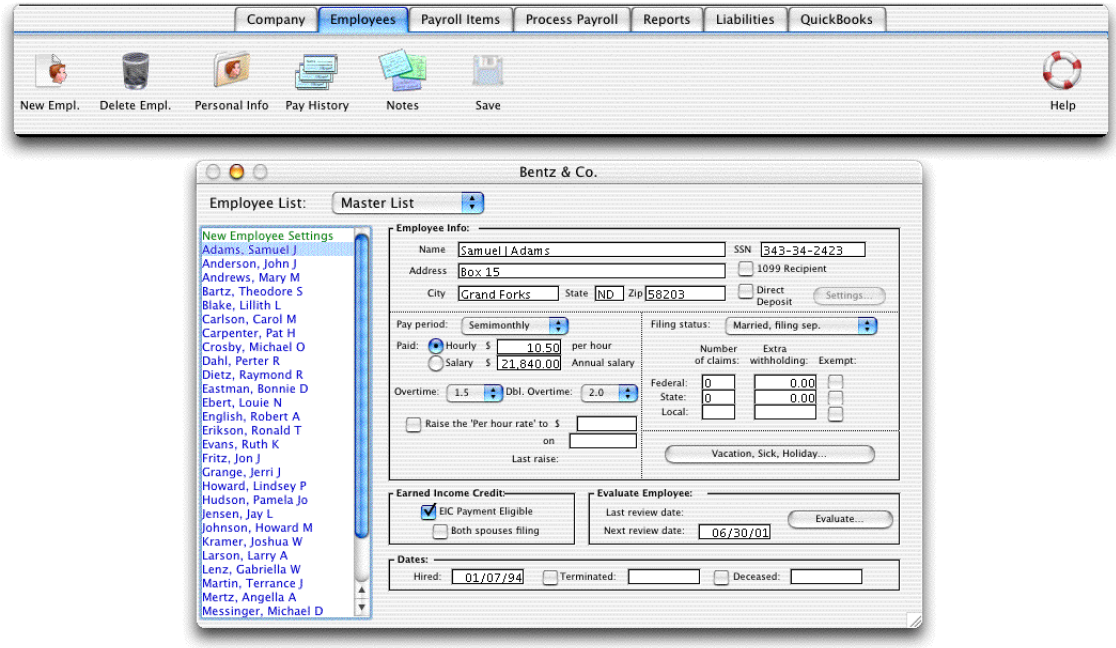
The **Calendar** feature can be used to create reminders to remind yourself of important events, such as employee birthdays or dates that government reports are due.

With the **Checkstock Watcher**, you can create an alert to warn you when your check stock is running low.

You can use the **Error Checking** feature to create rules to catch payroll processing errors before they occur.

## Employees tab window

Click the **Employees** tab to set up new employee files or to edit the employees you already have entered.




It is in the Employees tab window that you will setup your new employee files with such information as name, address, pay rate, and claims. This is also where you will make changes to your existing employees or delete from the system.

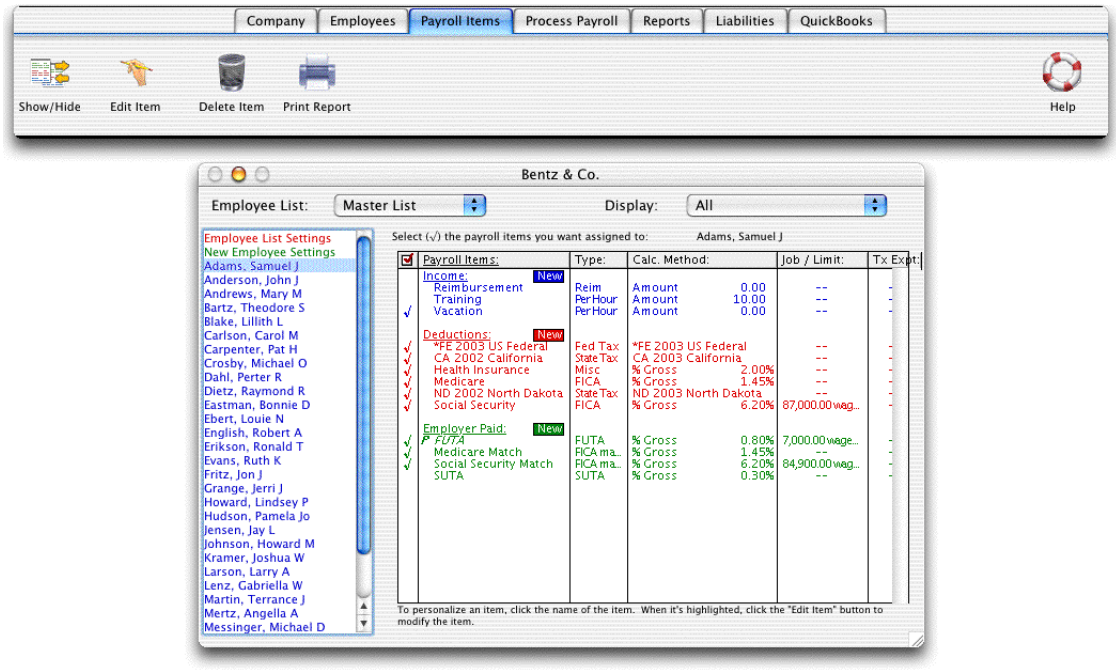
When you select an employee from the Employee List and click the **Personal Info** button, you can add information such as emergency contact name, birthday, phone number, and other related information.

When you click the **Pay History** button, a window opens where you can enter, edit, or view the pay history records of the selected employee. You can also keep notes about an employee with the **Notes** feature.

The **New Employee Settings** option listed at the top of the Employee List is where you enter the default settings for new employee files. This file contains the pay period, filing status and other related payroll information you want automatically assigned to new employees. You can think of New Employee Settings file as the template the program uses when you create each new employee file.

## Payroll Items tab window

Click the **Payroll Items** tab to open the Payroll Items window.




Any payroll item that is displayed in this window is available to assign to your employee files. The payroll items you initially see are the ones you created via the installation process.

Use the **New** buttons to create additional items. Once a payroll item is created, you can assign the item to all the employees on the selected Employee List, individual employee files, or to the New Employee Settings file. To assign an item, select the All Employees, New Employee Settings, or an individual employee from the Employee List, then click the desired payroll item. A checkmark (√) will appear next to the name of the payroll item to indicate that it is assigned to whatever file is selected in the Employee List.

---

***Note:*** *The ability to create Income items (i.e., items not considered regular pay) is not a feature of Aatrix Pay-Check. If you need to process payroll using extra income items, you will have to upgrade.*

---

Clicking **Show/Hide** will turn on/off the detail (e.g., type) of each item.

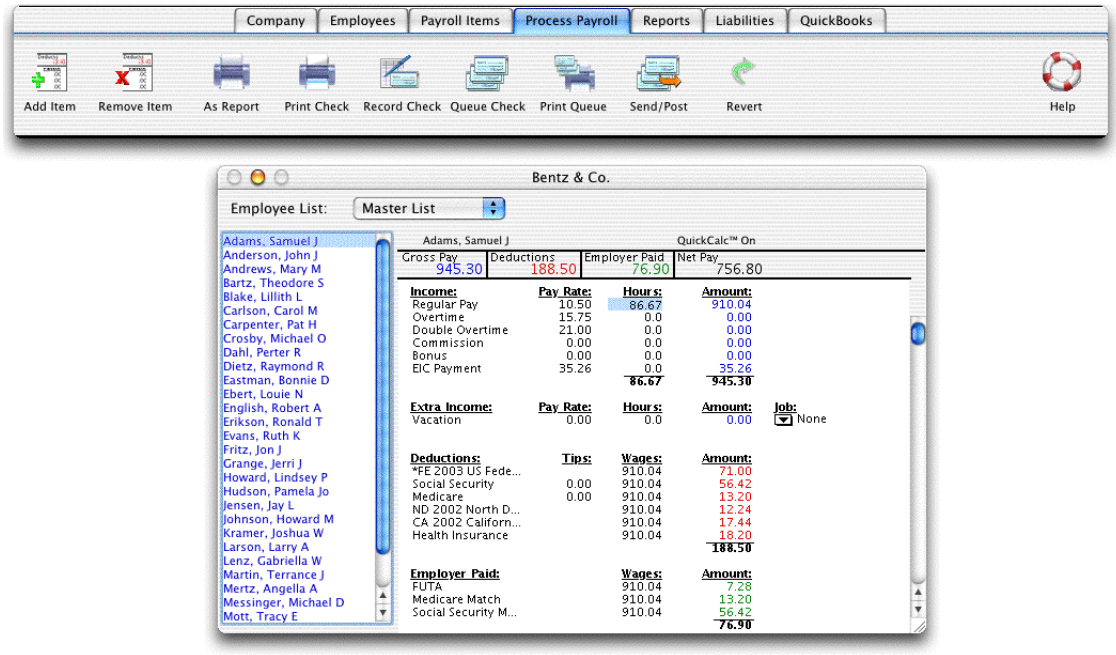
To edit an item, highlight the payroll item and click **Edit Item**.

Clicking **Delete Item** will delete the selected payroll item.

Clicking the **Print Report** button allows you to print a report showing the assigned payroll items and their setup for the whatever is selected in the Employee List (i.e., Employee List Settings, an individual employee).

## Process Payroll tab window

When you are ready to process your payroll, click the **Process Payroll** tab.




An **Employee Paysheet** like the one displayed in the above illustration appears. The paysheet will display the selected employee's itemized income, deductions, and employer paid contributions. You can enter or change many of the values as well as add or remove payroll items on-the-fly.

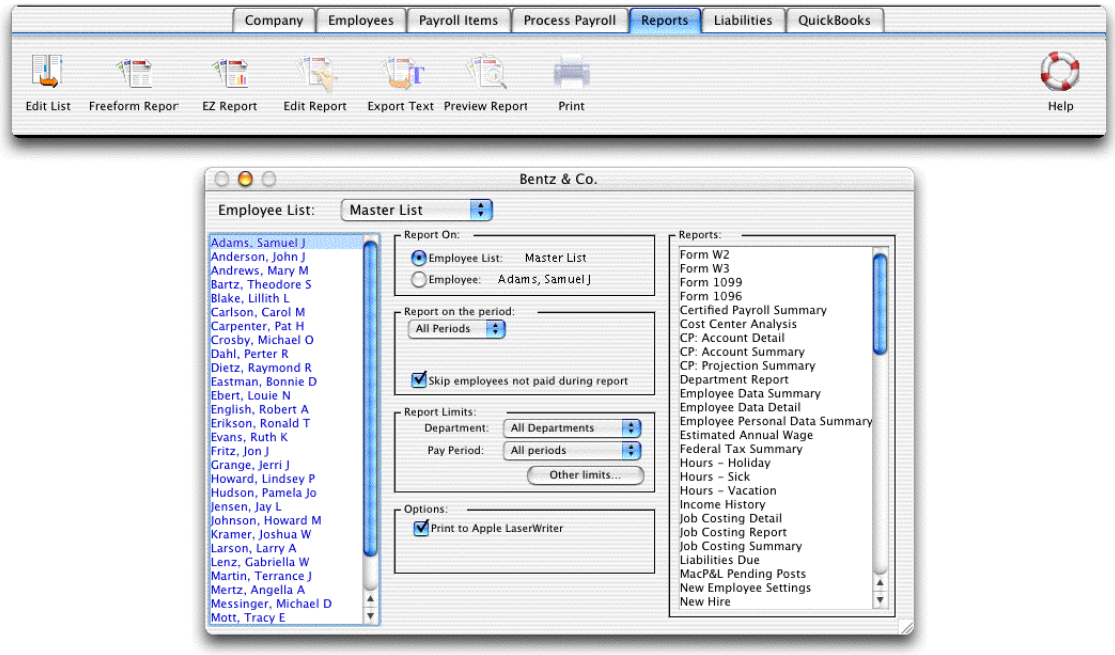
Clicking the **Revert** button returns the selected employee's paysheet back to its original values. This is helpful if you make changes to an employee paysheet and then determine that the original values were accurate.

A unique feature of your payroll program is the **Check Queue**. Your paychecks are held in the queue until you are ready to print them. This is the preferred method for processing payroll. It allows you to process all your paychecks and then print them at the same time. After queuing all the checks, click the **Print/View Queue** button to access the Check Queue and print your paychecks.

The **Send/Post** button allows you to send your payroll information to various accounting programs such as Aatrix MacP&L, Intuit QuickBooks, and Quicken.

## Reports tab window

Click the **Reports** tab to open the Reports window. You can generate reports for an entire Employee List or a specific employee. A list of all the reports that are available for use are located on the right side of the window in the Reports list.




Use the **Edit List** feature to select which reports you want displayed in the Reports list.

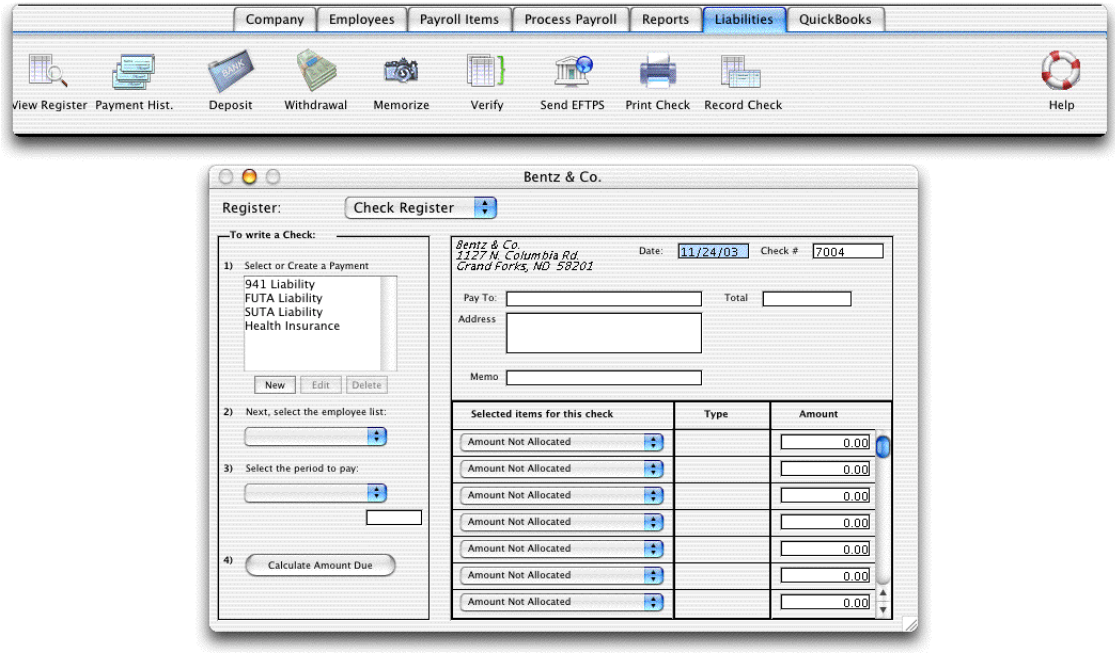
Once you've designated the time limits for your report (e.g., quarter, month), clicking **Preview** allows you to view your report on the computer screen before sending it to the printer. Clicking the **Print** button will send the report directly to the printer without previewing it.

You can use the **EZ Report** button to access the EZ Report Builder, a utility that enables you to quickly put payroll information together into a report format, while the **Freeform Report** button launches a powerful report designer that allows you to build an incredible array of customized reports.

*The Freeform Report Builder is a feature only available in Ultimate and Multi-Ultimate Payroll. Aatrix Paycheck does not have either the Freeform or EZ Report Builders. If you require the ability to customize reports, you can upgrade your current payroll program. Call (800) 426-0854 for details.*

## Liabilities tab window

Click the **Liabilities** tab to print/record both liability and miscellaneous checks.




In the Liabilities tab window, you can set up your payments (e.g., 941 deposit, health insurance payment) beforehand and "use" them whenever you write checks. When you use a payment, the program calculates the amount of the check using data it culls from the Pay History records. This will save you time when you are making your Federal and State tax deposits or your unemployment payments.

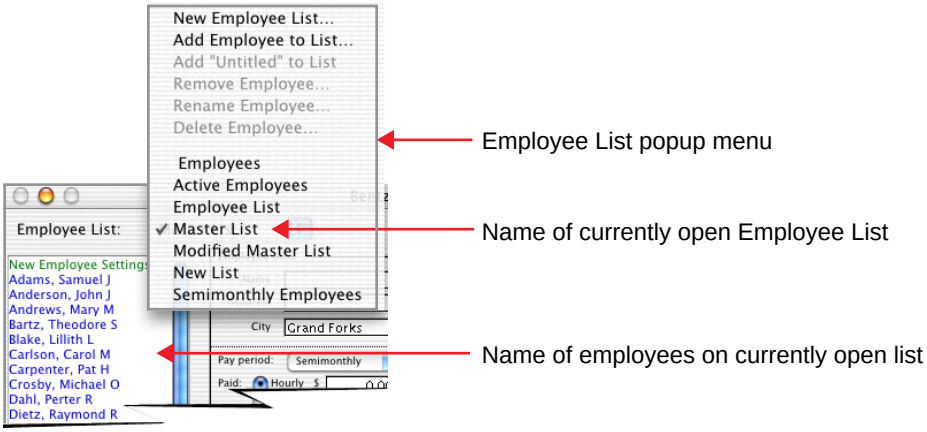
Once your check is calculated, you can send it directly to the printer, record it without printing, or if it is a federal tax deposit, you can submit the payment to the government through the **Aatrix EFTPS Server**.

You can view the entries in the selected check register by clicking the **View Register** button. Clicking the **Payment History** button allows you to quickly view the payments you have already made.

The **Deposit** and **Withdrawal** buttons allow you to make a deposit into or a withdrawal from the selected check register without having to go into the check register itself.

## Employee Lists

On the left side of most tab windows you will see an **Employee List** pop-up menu as illustrated below.




The names of your employee lists are displayed at the bottom of the Employee List pop-up menu. It includes the names of the employee lists that the program automatically creates (e.g., Master List) as well as any you may have created. There are also commands that allow you to edit your employee lists. For example, you can add or remove employees from the employee lists you create.

Selecting an employee list from the pop-up menu will display the names of the employees who are on the selected list.

## Software terms

**Check Queue**

A temporary storage area for employee paycheck information. This allows the printing of all employee paychecks at the same time.

**Deductions**

Refers to the payroll items that are deducted from employee paychecks. This includes federal taxes, state taxes, Social Security, Medicare, health insurance and other similar items.

**Employee List**

A list or grouping of employees for the purpose of processing payroll or generating reports. The Employee List is displayed on the left side of the Employees, Process Payroll, and Reports tab windows.

**Employer Paid**

This refers to payroll items that are paid by the employer. This includes “matching” employer amounts for Social Security, Medicare, health insurance, and similar items. It also includes employer payments for federal unemployment, state unemployment, disability, and other related items.

**Extra Income**

This refers to additional income such as bonuses, commissions, tips, different pay rates for different jobs, and other sources of extra income. This feature is not available in Aatrix PayCheck.

**Pay History**

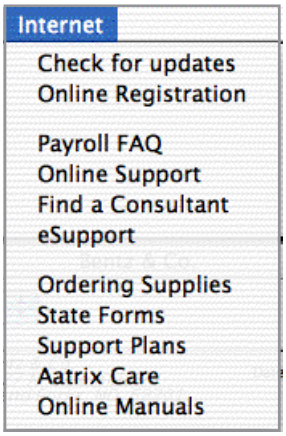
This refers to your employee's year-to-date payroll records. Individual paychecks can be viewed in Pay History.

**Plug-Ins**

These are utilities that you use to increase the power and versatility of your payroll programs. For a list of these plug-ins and their functions, refer to Plug-ins overview on page.. .

# The Internet menu

From the menu bar, a category called **Internet** is available when your payroll program is open. The commands in this menu are detailed below.




**Check for updates**
With your Customer ID#, you can access updates for your payroll program.

**Online Registration**
Rather than using mail or fax, this web page provides you with direct online registration of your software.

**Payroll FAQ**
Provides you, free of charge, access to a Knowledge Base that contains frequently asked questions about the Aatrix payroll software.

**Online Support**
This web page provides a variety of Support information (e.g., how to use eSupport).

**Find a Consultant**
Provides information on Aatrix Resellers and Qualified Installers.

**eSupport**
This web page allows you to send an email directly to the Aatrix Technical Support staff.

**Ordering Supplies**
This connection takes you to the Aatrix Online Store.

**State Forms**
This web page has information on which state forms we provide as an option to our payroll software.

**Support Plans**
Provides information on the different support plans that are available to our Aatrix customers.

**Aatrix Care**
If you are on the Aatrix Care Support Plan, this connection provides access to the Support Knowledge Base and QuickTime help movies.

**Online Guides**
From this web page, you can download the electronic version of the User Guides. To open these guides, you need Acrobat Reader installed on your computer.

# Understanding the basics

The following information is dedicated to those users who are not familiar with the Macintosh computer and Apple Interface. Experienced Macintosh users can skip this section. This section is not intended to replace the guide that came with your Macintosh. We recommend that you read that guide first.

### Quitting the program

To quit the payroll program, select **Aatrix Payroll > Quit Aatrix Payroll**.

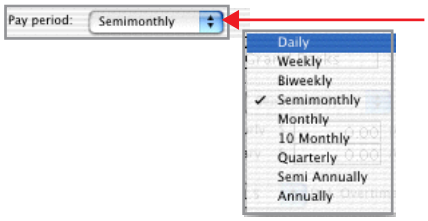
### Using pull-down menus

Your payroll program uses a series of pull-down menus that contain commands that operate the program. The menus are listed across the top of the screen. To pull down a menu, point to the title of the menu at the top of the screen you want to access. Press and hold down the mouse button to open the menu. To choose a command, drag the pointer to the command you want. Release the mouse button and the command will activate.

### Pop-up menus

The payroll program also uses a feature called pop-up menus. The pop-up menus offer you additional features and options to choose from as you operate the payroll program. These pop-up menus are located within various dialog boxes as you operate the program.

When you hold the mouse button down on a pop-up menu, the menu literally “pops-up” from the dialog. Move the mouse pointer to your selected option choice and when you release the mouse button, your choice will be selected.

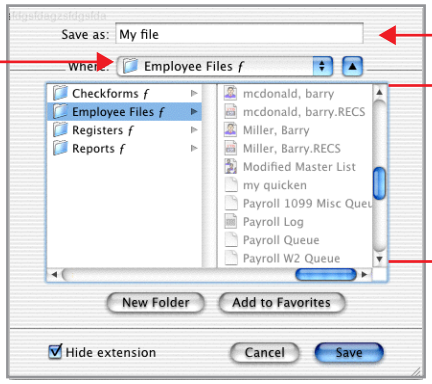



Small black triangles indicate the availability of a pop-up menu.

### The Save/Open windows

A Save window (OS 9: Putfile dialog) allows you to tell the computer where to save any new files you create. A similar window called the Open window (OS 9: Getfile dialog) is used for opening files that have already been created. These dialogs allow you to open every folder on both your hard disk or your disk drives.

Displays current folder. Click to select different folder.




Enter file name.

Files in current folder.

If you hold the mouse down on the title of the current **folder** (at the top), you can move backwards through your folders to your hard disk. Use the Desktop button to switch from one drive to another (e.g., hard disk to floppy disk). Once you find the file, double clicking it will activate it.

**Command keys**

Notice that when making selections from the menu bar that some of the commands have what is called **Command Key** equivalents listed next to the them.

Command Keys are a combination of the Command Key (the key with the apple on it) and another key on the keyboard, pressed simultaneously. Command Key functions allow you to activate a command from the keyboard instead of using the menu bar.

For example, the Save command can be accomplished either by using the menu bar or by using Command Keys.

**Menu bar**: File > Save

**Command Key**: Command Key + S key

# Getting help

Aatrix is proud to provide you with several resources to assist you with all your payroll needs.

**The User Guide**
Use this guide as a starting point for finding solutions to all of your payroll questions. The guide is the fastest, easiest, and most cost effective manner to resolve all of your payroll questions. Looking up specific words or topics is fast and easy in PDF guides. In Acrobat, select Edit > Find or Command+F to find information using specific words. All table of contents, indices, and cross-references are interactive.

**On-Line Help**
Check out our on-line help at **www.aatrix.com**.

**Telephone Support**
For customers who want that human touch, Aatrix is proud to provide telephone support with our qualified customer support staff. To help us provide answers to your questions, please have the following information ready when you call.

- Company name and credit card number.
- Computer information such as computer type, amount of memory (RAM), system version, and printer type.
- Be at your computer with the program open so that we can walk you through your solution step by step.

## Contacting Customer Support

***Note: Customer Support is available for a nominal charge on a credit card.***

**Hours:**
Monday - Friday 8:00am - 5:00 pm CST

**Telephone:**
701-746-6017

**Fax:**
701-746-4393

**E-Mail:**
esupport@aatrix.com

**Mail:**
Aatrix Software, Inc.
c/o Customer Support Dept.
PO Box 5129
Grand Forks, ND 58206-5129

# Notes

CHAPTER 2

# Company Setup

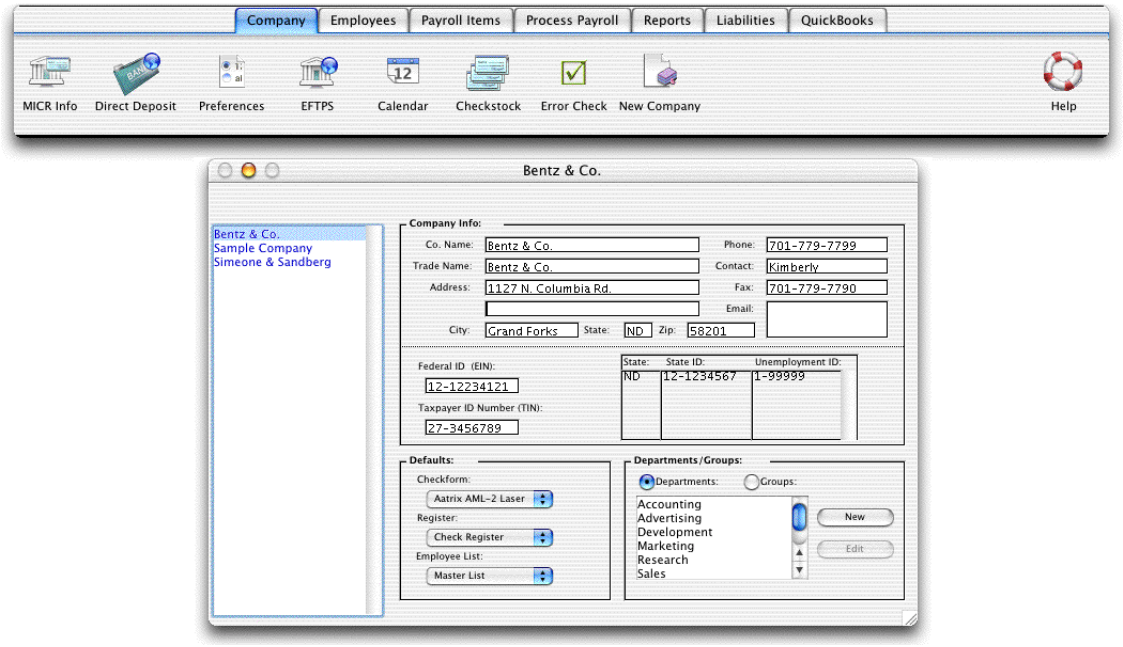
## Chapter overview

The following information is covered in this chapter:

- Setting up new companies
- Using departments and groups
- Preferences
- Using other features such as Error Checking, Mailing Labels, and the Checkstock Watcher

# Company Setup overview

When you click the **Company** tab, a window such as the following is displayed. The information you enter in the Company Setup window will be used throughout the payroll program and for reporting purposes.




The list on the left displays the names of your companies. Initially, the list will contain the name of the company you set up during the installation process and a Sample Company. You can use the Sample Company to become familiar with the program and to experiment with different payroll options.

To switch to a different company, click the name of the company you want to open. Any changes you make to the company setup are automatically saved by the program.

You can create additional companies by clicking the **New Company** button. For details, refer to Creating new companies on page 2-4.

*The New Company button is not active for those using a single company payroll program (e.g., Aatrix Paycheck, Aatrix Payroll, and the single-company version of Ultimate Payroll). If you need to process payroll for multiple companies, you can upgrade to a multi-company payroll program by calling (800) 426-0854.*

Following is a brief description of the other features provided in the Company tab window.

**MICR Info**

Click this button to enter banking information such as the name of your bank, account number, and other banking related information. The information can be used for printing your checks on blank check stock with the MICR line. For more information, refer to the file called **MICR Check printing** located in the Documentation folder in the Payroll folder in your hard drive. This is also located on the Payroll Series CD in the Documentation folder.

**Direct Deposit**

If you plan to use Direct Deposit, click this button and enter the required information. For details, refer to Chapter 13, *Direct Deposit*.

**Preferences**
Clicking this button opens the Preferences window where you can set up the preferences for all companies. For details, refer to Preferences overview on page 2-13 .

**EFTPS**
Clicking this button brings up the Aatrix EFTPS Enrollment Form. It is a two-page form for you to fill out and submit to Aatrix Software if you wish to enroll with the Aatrix EFTPS Service. For more information, refer to Chapter 14, Aatrix EFTPS on page 14-1.

**Calendar**
Clicking this button opens the Reminders Calendar window. Reminders are a handy way to remember employee anniversaries, employee birthdays, and due dates for state and federal tax forms. For details, refer to Chapter 11, Setting Up Reminders on page 11-1 .

**Checkstock**
Clicking this button opens the Checkstock Watcher. It is here that you can set up the program to warn you when the number of checks you have on hand are running low. For details, refer to the Checkstock Watcher on page 2-22.
Error Check

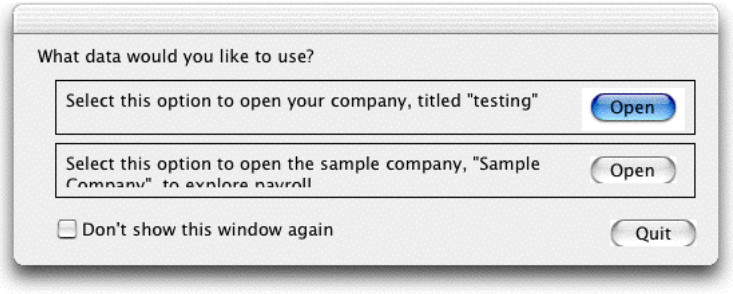
Clicking this button opens a dialog where you can setup error checking rules that will stop payroll processing errors from occurring. For more information, refer to Error checking on page 2-23 .

## Opening companies

Depending on which payroll program you are using will determine the window that appears when you launch your payroll program.

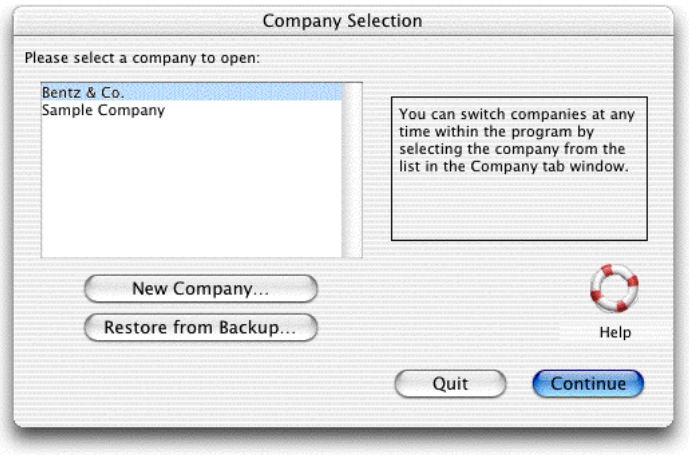
### Single company payroll programs

If you are using Aatrix PayCheck, Aatrix Payroll, or Ultimate Payroll (single company), the following dialog will appear when you launch the program. Click the **Open** button next to the company you want to open (i.e., your company or the Sample Company). The program will open to the Employees tab window of the company you selected.


What data would you like to use?
Select this option to open your company, titled "testing"
Open
Select this option to open the sample company, "Sample
Open
Don't show this window again
Quit

### Multi-company payroll programs

If you are using Aatrix MacP&L Payroll or Multi-Ultimate Payroll, the following window will display when you launch the payroll program.


Company Selection
Please select a company to open:
Bentz & Co.
Sample Company
You can switch companies at any time within the program by selecting the company from the list in the Company tab window.
New Company...
Restore from Backup...
Help
Quit
Continue

Select the company you want to open, then click the **Continue** button. The program will open to the Employees tab window of the company you selected.

## Creating new companies

There are two ways you can create a new company. To use either option, click the **New Company** button in:

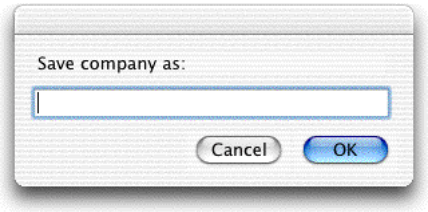
- The Company tab window
- The Company Selection window

### Instruction Set 2–1: Creating a new company

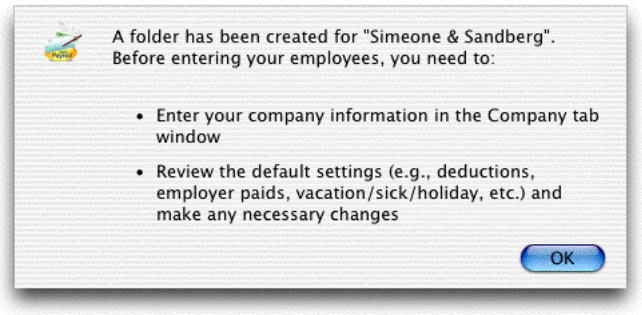
If you are using your payroll program with QuickBooks, you MUST create the necessary links. If needed, refer to Menu link to on page 2-14. Also, if you have existing QuickBooks payroll data to bring into the new company, generate the necessary QuickBooks data files before continuing. For detailed instructions, refer to Creating QuickBooks payroll data files...

1 Click the **New Company** button in either the **Company** tab window or the **Company Selection** window (at program startup).

2 Enter the name for the new company in the dialog that appears.

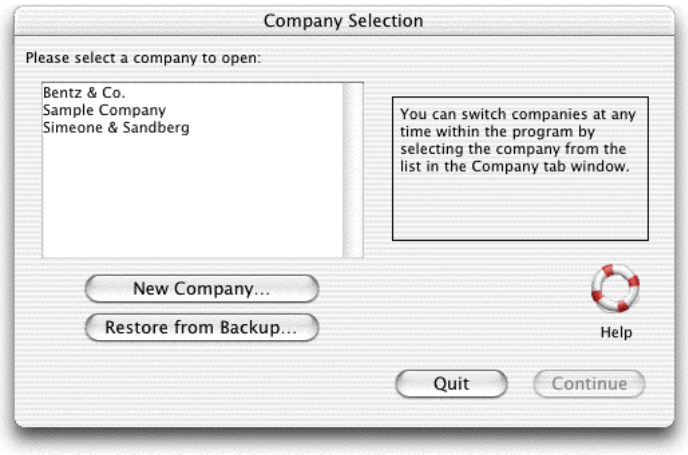


The program creates a folder for this company and saves it in the Aatrix Payroll folder. The company folder will contain a Checkforms ƒ folder, an Employee Files ƒ folder, a Registers ƒ folder and a Reports ƒ folder.


A folder has been created for "Simeone & Sandberg".
Before entering your employees, you need to:
• Enter your company information in the Company tab window
• Review the default settings (e.g., deductions, employer paids, vacation/sick/holiday, etc.) and make any necessary changes
OK

*If you are converting QuickBooks payroll data, a series of windows will appear that require you to match your QuickBooks payroll items to specific payroll items in the payroll program.*

3 Note that the name of your new company has been added to the Companies list. Enter all relevant information for this company.


Company Selection
Please select a company to open:
Bentz & Co.
Sample Company
Simeone & Sandberg
You can switch companies at any time within the program by selecting the company from the list in the Company tab window.
New Company...
Restore from Backup...
Help
Quit
Continue

4 Entering company information.

**Company info**

Enter your company name, address, telephone number, etc. Many fields, such as the Federal ID number (EIN) are used for government reports such as the 941, so make sure you enter your company information as you want it to appear on your reports.

**Taxpayer ID Number (TIN)**

This optional number is used for EFTPS transmission. For more information on the Aatrix EFTPS Service, refer to Aatrix EFTPS on page 14-1 .

**State and Unemployment IDs**

To enter your State and Unemployment IDs, click into each column, entering the two-letter abbreviation for your state in the first column, your state ID in the middle column, and your state unemployment ID in the last column.

**Defaults**

Your payroll program will default to the selections you make in the Checkform, Register, and Employee List pop-up menus. If needed, you can change a default on-the-fly. For example, when you print checks, the program defaults to the checkform you have selected here. However, you have the option to change to a different checkform in the Print Checks dialog.

**Departments/Groups**

Setting up Departments and/or Groups is optional. For more information, refer to Departments and Groups overview on page 2-7.

5 You are now ready to verify your default settings and enter your employee information. For details, refer to Setting up new employee defaults on page 3-3 and Entering new employees on page 3-4.

# Departments and Groups overview

You can set up a list of departments and/or groups and assign each employee to a department and/or group. This can help you to organize your payroll and provide you with detailed reporting options, such as generating reports combining employees from more than one Employee List.

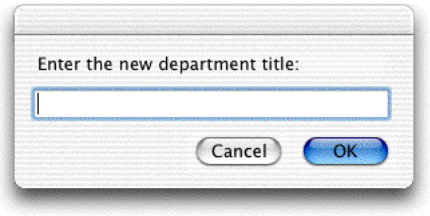
## Creating departments

Departmentalization is mainly used for distinguishing groups of employees for reporting purposes. After determining all the departments your company has, you are ready to set them up in the payroll program.

### Instruction Set 2–2: Creating a department

1 In the **Company** tab window, click the **Departments** radio button.

2 Click the **New** button.




3 In the text box, enter the name of the department.

*You cannot remove the names of the departments from the list. You can, however, change the names of existing departments.*

4 Click **OK**.

The department name appears in the scrolling list.

5 Follow steps 2 to 4 until all your departments are created.

You are now ready to assign your employees to departments.

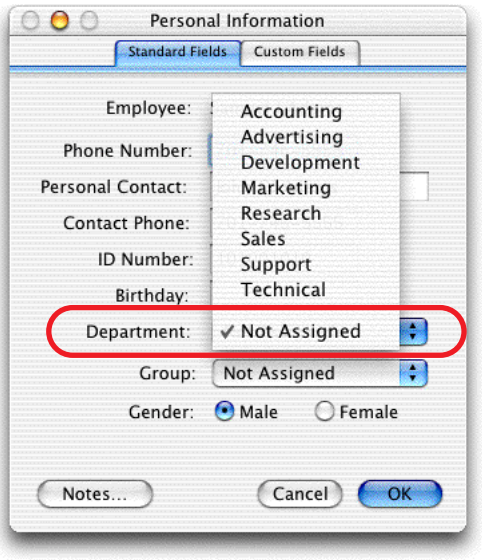
## Assigning employees to departments

After you have created all of your department names, you can then assign employees to their specific department. This is a nice feature if you want to generate payroll reports by department.

### Instruction Set 2–3: Assigning an employee to a department

1 In the **Employees** tab window, select an employee name from the Employee List.

2 Click the **Personal Info** button.




3 From the **Department** pop-up menu, choose the appropriate department for the selected employee. If an employee does not belong to a department, select the **Not Assigned** option.

***Note:*** *An employee cannot be assigned to more than one department at a time.*

4 Click **OK**.

5 Follow steps 1 to 4 until all employees are assigned to a department.

## Gross pay expensing by department

Your gross wages can be assigned to different expense accounts for the purpose of creating departmentalized reports. For example, you can generate a report that shows the expenses of a particular department by first creating your departments and assigning them to your employees.

You will also need to set up the corresponding gross wage expense accounts in QuickBooks. Please refer to your accounting software guide for information on creating gross wage expense accounts.

### Instruction Set 2–4: Gross pay expensing by department

1 If you have not yet done so, set up your departments and assign a department to each applicable employee.

If necessary, refer to Creating departments on page 2-7 and Assigning employees to departments on page 2-8.

2 Export the chart of accounts out of your accounting program. In the Save window that appears, name the file ***Chart of Accounts***, click the **Desktop** button, then click **Save**.

3 Launch your payroll program, then select the **Send/Post Payroll** command under the QuickBooks (or MacP&L) menu.

If the menu bar does not display the correct accounting program, refer to Menu link to on page 2-14.

4 Set up the links between your payroll items and accounts.

The links you need to create are outlined in the next step. For details on how to create a link, refer to Linking QuickBooks accounts to payroll items on page 8-4 or Linking Aatrix MacP&L accounts to payroll items on page 8-13.

5 In the Designate Account Links portion of the window:

- Link each of the **Gross (DEPARTMENT)** payroll items to the corresponding QuickBooks (or MacP&L) gross wage expense account(s).

  When imported into your accounting program, employee gross wages are debited to the expense account linked to the Gross (DEPARTMENT) payroll item.

- Link each of the **Gross (Not assigned or all**) payroll items to a general salary expense account in QuickBooks (or MacP&L).

  This is the account that will be used if an employee is not assigned to a department or if a department that doesn't have its gross linked to a specific QuickBooks (or MacP&L) account.

## Editing department names

There may be times, due to company re-organization or company marketing plans, that you will need to edit the name of an existing department.

### Instruction Set 2–5: Editing a department name

1 In the **Company** tab window, click the **Departments** radio button.

2 Select the department you want to edit.

3 Click the **Edit** button.

4 In the dialog that appears, edit the department name.

5 Click **OK**.

The department will be listed with its new name.

***Note:*** *If a department is assigned to an employee, the program automatically changes the name of the department in the Personal Info dialog too.*

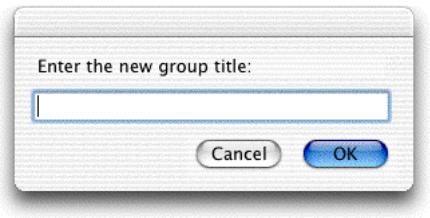
## Creating groups

Many employers need to designate which group an employee belongs to for the purposes of certified payroll. Since the titles for these groups may be different in every state, you can enter your own titles.

### Instruction Set 2–6: Creating a group

1 In the **Company tab window**, click the **Groups** radio button.

2 Click the **New** button.




3 In the text box, enter the name of the group.

*You cannot remove the names of the groups from the list. You can, however, change the names of existing groups.*

4 Click **OK**.

The group name appears in the scrolling list.

5 Follow steps 2 to 4 until all your groups are created.

You are now ready to assign your employees to groups.

## Assigning employees to groups

After you have created all the group names, assign specific employees to their specific group. This is a nice feature if you want to generate payroll reports by groups.

### Instruction Set 2–7: Assigning an employee to a group

1 In the **Employees** tab window, select an employee name from the Employee List.

2 Click the **Personal Info** button.

3 From the **Group** pop-up menu, choose the appropriate group for the selected employee. If an employee does not belong to any of your groups, select the **Not Assigned** option.

***Note:*** *An employee cannot be assigned to more than one group at a time.*

4 Click **OK**.

5 Follow steps 1 to 4 until all employees are assigned to a group.

## Editing group names

There may be times, due to changes in government reporting requirements, that you may need to edit the name of an existing group.

### Instruction Set 2–8: Editing a group name

1. In the **Company tab window**, click the **Groups** radio button.
2. Select the name of the group you want to edit.
3. Click the **Edit** button.
4. In the dialog that appears, edit the group name.
5. Click **OK**.

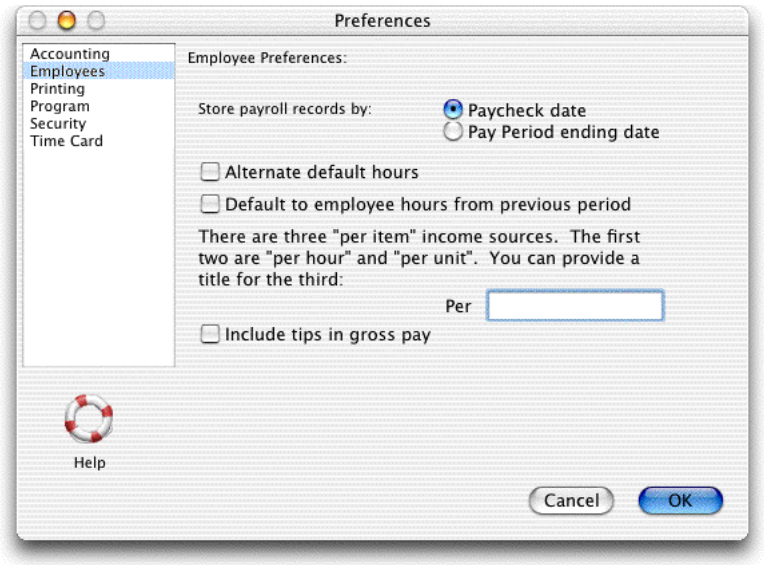
   The group will be listed with its new name.

***Note:*** *If a group is assigned to an employee, the program automatically changes the name of the group in the Personal Info dialog too.*

# Preferences overview

Preferences are options that allow you to customize the way certain things work within the program. They are global, meaning that all companies use the same preferences settings.

To access the Preferences, you can either select **Edit** > **Preferences** or in the Company tab window, click the **Preferences** button.



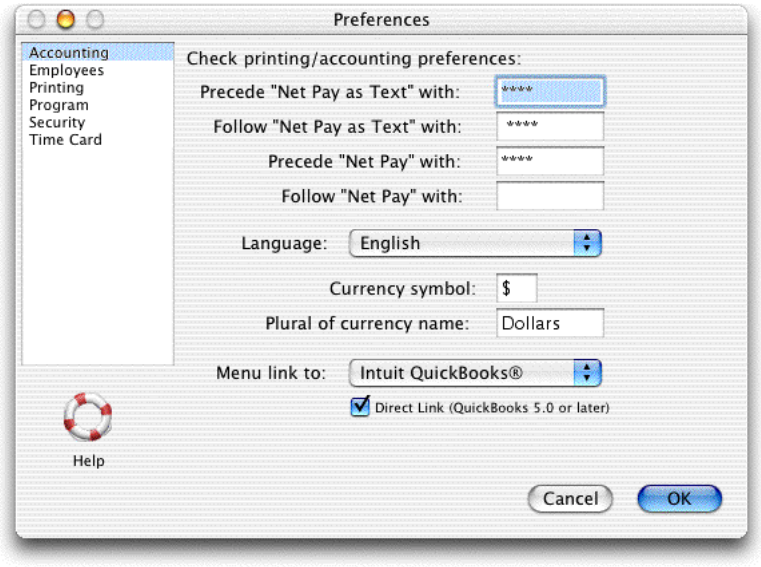

Note the text items on the left of the window. Clicking any one of these items will open the corresponding preferences window.

When you make changes to any of the preferences options, the program automatically saves your changes when you click the **OK** button. If you make changes and decide you don't want to save these changes, click the **Cancel** button.

***Note:*** *You do not have to set your preferences every time you use the program because the program will always use the current preference settings.*

## Accounting preferences

When you select **Accounting**, the following window opens.




Following is a description for each option in the Accounting preference window:

**Precede/follow net pay amounts**

These fields allow you to insert special characters onto your printed checks before and after both the numerical value of the check as well as the written text value on the check. This is an excellent feature to prevent anyone from writing extra dollar amounts, either numerically or with text, onto your checks.

The program defaults to asterisk characters. You can change the default setting by using your cursor to delete the current characters and entering the characters you want.

**Language on check**

The language option allows you to decide which language the text of the check should be printed in. English and French Canadian are the only options available at this time. If you would like to use other languages, please contact Aatrix Software, Inc. with your request.

**Currency symbols**

Use this field to define the monetary symbol to print on checks. The program defaults to the standard “$” sign. To change the program default, tab to the Currency symbol field, delete the $ character, then enter the symbol you want.

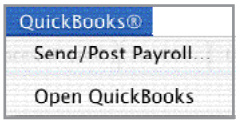
**Plural of currency name**

Use this field to define the monetary unit to print on checks. The program defaults to Dollars. To change the program default, tab to the Plural of currency name field, delete the text, then enter the text you want.

**Menu link to**

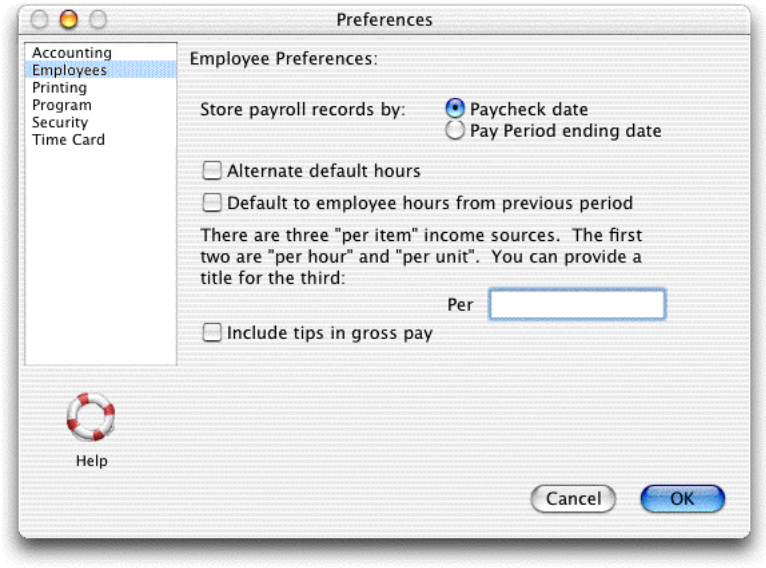
Select the accounting program you are linking your payroll program to. If this option does not apply to you, or your accounting program is not listed in the pop-up menu, choose the **None** option.

If you choose an accounting program, its name will appear as a pull-down menu in your payroll program. For example, if you choose Intuit QuickBooks, your payroll program will have a QuickBooks menu containing the following commands.




## Employee preferences

When you select **Employee**, the following window opens.




Following is a description for each option in the Employee preference window:

**Store payroll records by**

All payroll data is saved by date. By default, the program stores the payroll data in the employee's **Pay History** records using the **Paycheck date**. If you want the program to store your payroll data using the pay period ending date, select the **Pay Period ending date** option.

Reports are generated using the date that the payroll checks were stored in **Pay History**.

**Alternate default hours**

If you want to change the default hours (e.g., 86.67) to a different number, select this option and enter the hourly number you want the program to default to. So instead of the standard hours like 86.67 for semi-monthly employees, the amount could be changed to 70. This number would be the default and it would automatically display in the employee's paysheet.

**Default to employee hours from previous period**

When this option is selected, the program will enter the hours you entered for your employees in the *previous* pay period into the *current* paysheet.

***Note:*** *Make sure this option is not selected if you plan to import Time Card hours for processing payroll.*

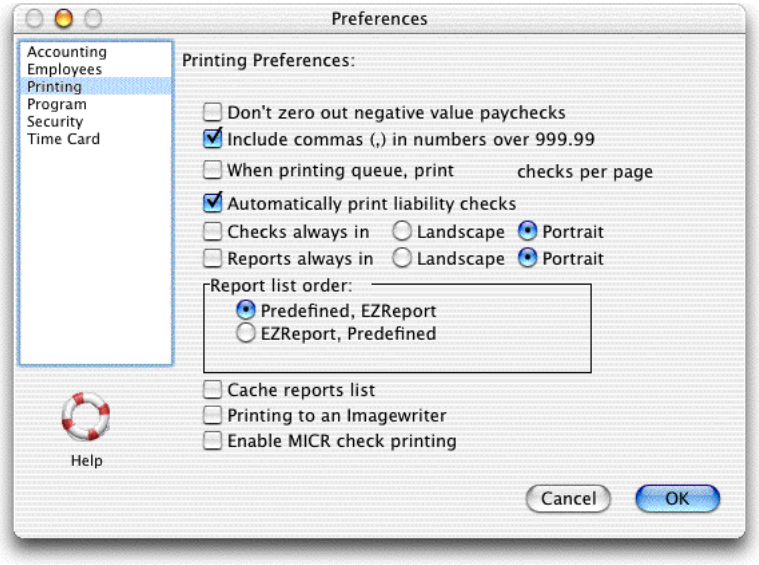
**Per item income sources**

Extra Income items can be set to reflect Per Hour, Per Unit, or some other “per item” rate of income. You can name this third rate of income to fit your needs. When creating a New Extra Income item, use the Income Types pop-up menu to select the newly-created option.

**Include tips in gross pay**
Select this checkbox if you want to include your employee's tips in their gross pay.

## Printing preferences

When you select **Printing**, the following window opens.




Following is a description for each option in the **Printing** preference window:

**Don’t zero out negative value paychecks**
Restauranteurs may find this option useful. Sometimes because of deductions amounts, an employee can have a negative net pay. If this happens, the program automatically makes the check amount $0.00 and warns you. Select this option to turn off this warning and allow the program to write negative checks.

**Include commas in numbers over 999.99**
Selecting this option will print commas in numbers larger than 999.99, making it easier to read large amounts. Keep in mind that government forms like the 941 and W2 require no commas in large numbers.

**When printing queue, print __ checks per page**
This option allows you to print a specified number of checks per page. Use this option for printing two, three, or four checks on a pre-printed laser check form. Your checkform template must correspond to the number of checks per page. Refer to Form Setup options on page 9-6 .

**Automatically print liability checks**
Selecting this option will bring up the Print Liability Checks dialog when you quit the payroll program. It allows you to print your liability checks. For details, refer to Printing liability checks on page 7-7.

**Printing orientation of checks and reports**

You can set the printing of checks and reports to default to either landscape or portrait mode. The **landscape** modes will print your checks and reports sideways (see below).The **portrait** mode prints in the regular format.

If you need to change the orientation of a particular check or report printout, select **File** > **Page Setup** and make your change. After printing, the program defaults back to the setting you choose here.

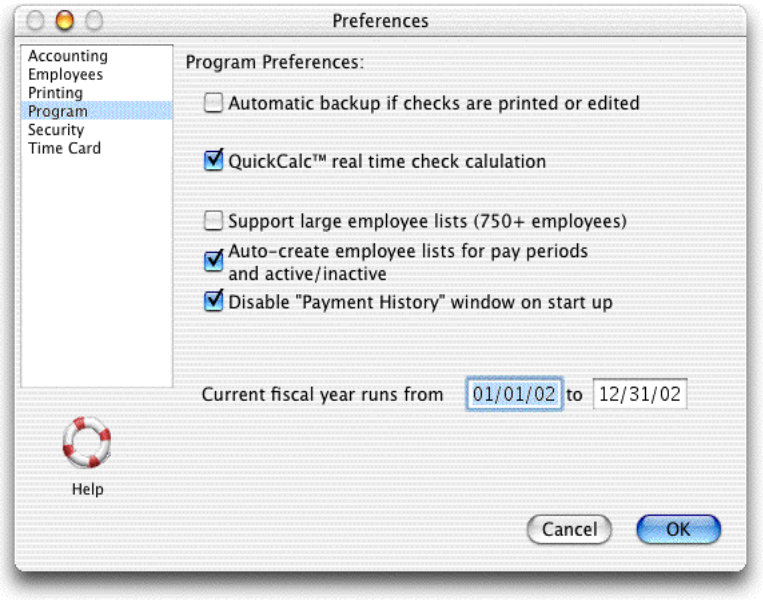
**Report list order** *(Not in Aatrix PayCheck)*
Use this option to designate the order you want the reports to appear in the Reports list in the Reports tab window.

**Cache reports list**
Each time you open the Reports tab window, the program rebuilds the Reports list. This can take some time depending on the number of reports. If the Cache reports list option is selected, the program will save the reports to a file, instead of rebuilding the list. Note that if you create a new report, the report will not appear in the Reports list until you deselect this option.

**Enable MICR check printing**
You can print your checks on blank check stock using this optional MICR (magnetic ink character recognition) check printing feature. Just insert blank check stock and the MICR toner cartridge into your laser printer and print your checks complete with the MICR line at the bottom of the check. You no longer need separate check stock for each checking account.
For information on purchasing the MICR kit, contact Aatrix Sales at (800) 426-0854. Instructions for setting up the MICR Check Printing feature are located in the Documentation folder on the CD-ROM.

## Program preferences

When you select **Program**, the following window opens.




Following is a description for each option in the Preferences window:

**Automatic backup**
The program defaults to automatic backup. This means that whenever you print or edit a check, you are prompted to back up when you quit the program. There is always the possibility of hard disk failure or damage to your data due to a variety of causes. *Therefore, always keep a backup of your data.* If needed, refer to Backing up payroll data on page 12-2 .

**QuickCalc™ real time check calculation**
When you are entering or changing values in an employee's paysheet, the program, by default, uses a real-time check calculating process called QuickCalc™. When the QuickCalc™ option is selected, the program automatically calculates the employee's deductions and contributions when an income value is changed.

If you deselect QuickCalc™, the program will not calculate the paycheck values until you click the **Calculate** button. The **Calculate** button is displayed only after deselecting the **QuickCalc™** option.

**Support large employee lists**
If selected, a dialog will appear when opening the program that allows you to create a customized Master List on-the-fly.

In this dialog, all employees are initially selected. To exclude an employee from the list, click the employee's name. The names of excluded employees are grayed out. Click the **None** button to exclude all employees, then you can select just those employees you want to appear on the list. Click **Active Only** to display only active employees. The Employee List pop-up menu will display your customized employee list as Modified Master List.

**Auto-create employee lists**
By default, the program automatically creates an employee list for each of your different pay periods and your active and inactive (terminated) employees. These employee lists are saved to the Employee Files *f* folder and are displayed in the Employee List pop-up menu.

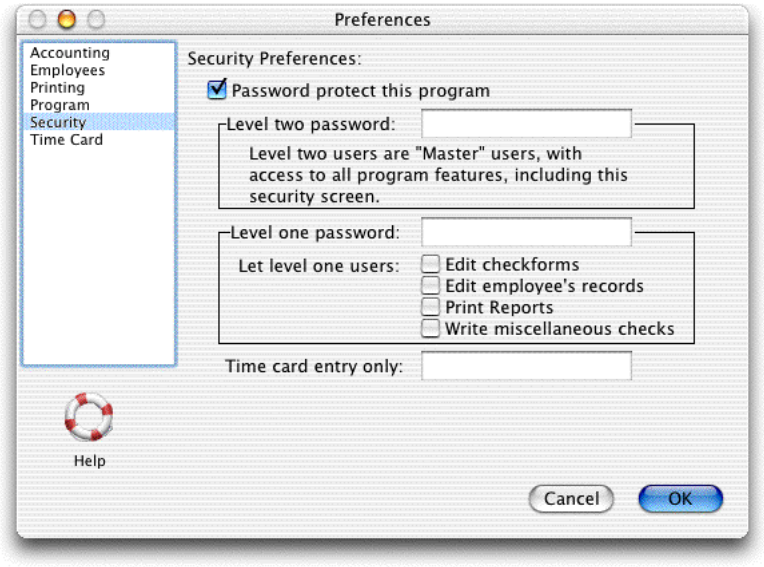
**Disable Payment History window on start up**

If selected, the Payment History window will not appear upon program startup. You can, however, view the Payment History window at any time by selecting **Utilities** > **Payment History**.

**Current fiscal year** *(Ultimate Payroll only)*
The program's default fiscal year setup runs from the first to the last day of the year. If your business fiscal year is different than the default, enter the dates for which your company's fiscal year runs in the appropriate text boxes.

## Security preferences

When you click the **Security Options** button, the following window opens.




It is highly recommended that you use password security to protect the integrity of your payroll data. Password protection is beneficial in protecting your payroll data from unauthorized use and alteration of data. The program offers two levels of password protection as well as password access to the **Time Card application**. This allows you to limit portions of the program to certain individuals. For example, you may not want some individuals to have the capability of editing your employee records and printing reports.

*Passwords are case sensitive. This means if you set up the password(s) in capital letters here, you must use capital letters when entering your password to access the program. You will only be allowed to enter the program if you type in the correct password.*

When you open the program and enter in your password, the letters of the password appear on the screen as bullets (•). This prevents anyone looking over your shoulder at the monitor from learning the password while you are typing.

Following is a description for each option in the above preference window:

**Password protect this program**
Select this option to set up passwords for accessing the program. Textboxes will appear allowing you to enter the *Level Two*, *Level One*, and *Time Card* passwords. To turn off password protection, deselect this option.

**Level Two**
Entering the Level Two password at program startup allows the user to access and perform all the functions of the program.

**Level One**
Entering the Level One password at program startup allows the user to access selected functions only, such as editing checkforms and employee records. *(Write miscellaneous checks is not an option in Aatrix PayCheck.)* If Level One users attempt to access a function that is not selected, they will be warned that they do not have security clearance for that function.

**Time card entry only**
Entering the Time Card password at program startup takes the user directly to the Time Card application, allowing the user to enter punch in/out times.

***Note:*** *The program requires you to set up all three passwords. If you don't need a Level One password or you aren't using Time Card, enter the same password in all three text boxes. If you want to change your password(s), open the Security Preferences dialog and enter your new passwords.*

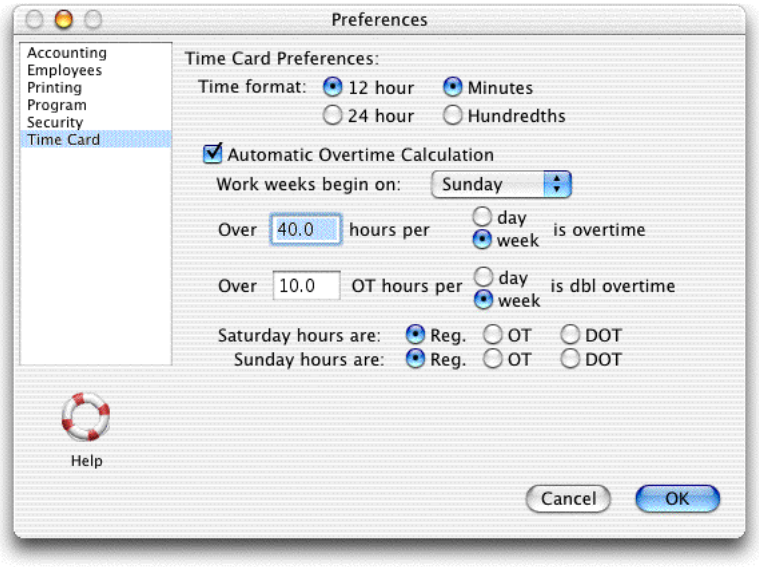
### Default password

If your password doesn't work, or the password dialog appears and you never set up password protection, type in the default password, ***password***, in lower case letters. Once you are in the program, set up your passwords in the Security Preferences dialog or uncheck the **Password protect this program** box if you choose to not have any passwords set up.

If you can't open the **Employees** tab window and the **Preferences** command in the **Edit** menu is grayed out, enter your Level Two password when you launch the program. If you did not password protect your program with a Level Two password, enter the default password, ***password,*** in lower case letters. Once you are in the program, set up your passwords in the Security Preferences dialog.

## Time Card preferences

When you click the **Time Card Options** button, the following window opens.




Following is a description for each option in the above preference window:

**Time format**

The manner in which you plan to enter your employee's hours is set up with the Time Format options. The **12 Hour** option uses the standard AM/PM format. The **24 Hour** option uses a 0-23 hour format. The **Minutes** option uses the standard minute (0-59) format. The **Hundredths** option allows you to enter the fractions of hours in hundredth (e.g., 6:92).

**Automatic overtime calculation**

If you want the program to automatically calculate the overtime hours when you import time card hours into your payroll program, select the Automatic Overtime Calculation checkbox.

**Work weeks begin on**

Select from the pop-up menu the day of the week the program should start accumulating hours worked. For example, if your regular work week starts on Monday, select *Monday* from the pop-up menu.

**Overtime hours**

In the appropriate boxes, enter the number of hours your employees must work before they begin to earn overtime and double overtime. Then select the period of hourly calculation, either by day or week.

**Saturday / Sunday hours**

Select the proper pay rate for weekend hours worked on Saturday and Sunday as either regular, overtime, or double overtime hours.

***Note:*** *If you select overtime and/or double overtime for Saturday and/or Sunday, the program will override the number of hours you entered in the above text boxes.*

# Other features

There are other payroll related features in your payroll program that you may find helpful. These features are:

- Checkstock Watcher
- Error Checking
- Find and replace
- Mailing labels

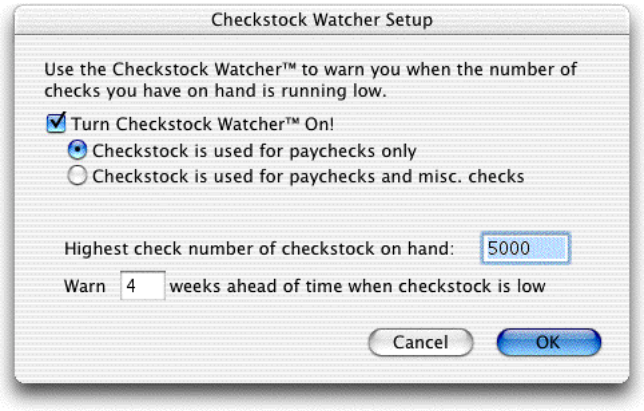
## Checkstock Watcher

The **Checkstock** feature is a unique function of your payroll program. When set up, the program will warn you when the number of checks you have on hand is running low when you quit the payroll program.

### Instruction Set 2–9: Setting up the Checkstock Watcher

1 In the **Company tab window**, click the **Check Stock** button.

2 In the dialog that appears, select the **Turn Checkstock Watcher On!** checkbox.


Checkstock Watcher Setup
Use the Checkstock Watcher™ to warn you when the number of checks you have on hand is running low.
Turn Checkstock Watcher™ On!
Checkstock is used for paychecks only
Checkstock is used for paychecks and misc. checks
Highest check number of checkstock on hand:
5000
Warn
4
weeks ahead of time when checkstock is low
Cancel
OK

3 Set up the options as needed.

**Checkstock is used for paychecks only**
Select this option if you only print paychecks.

**Checkstock is used for paychecks and misc. checks**
Select this option if you print both paychecks and miscellaneous checks. In the text box, enter the average number of miscellaneous checks you write per week.

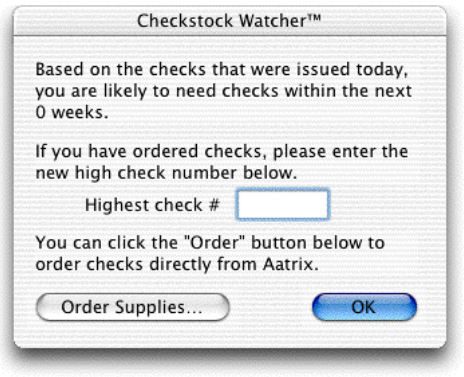
**Highest check number of checkstock on hand**
Look at your existing checkstock and enter the highest check number.

**Warn "x" weeks ahead of time**
Enter how many weeks in advance you want to be warned when your checkstock is running low.

4 Click **OK**.

### How the Checkstock Watcher works

Each time you quit the payroll program, the number of checks you printed is tracked. If your checkstock is running low, a dialog such as the following will appear projecting when you are most likely to need more checkstock.


Checkstock Watcher™
Based on the checks that were issued today, you are likely to need checks within the next 0 weeks.
If you have ordered checks, please enter the new high check number below.
Highest check #
You can click the "Order" button below to order checks directly from Aatrix.
Order Supplies...
OK

If you have not ordered more checkstock and you don't want to order any at this time, click **OK** to exit the program. If you've already ordered more checkstock, enter the highest check number in the **Highest check #** text box, then click **OK**. The Checkstock Watcher will be reset with the check number you entered.

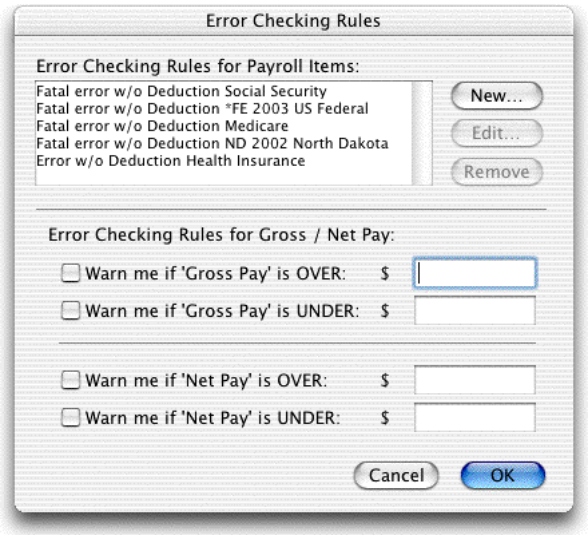
Clicking the **Order Supplies** button allows you to order checks directly from Aatrix. After printing out your order form, enter how many checks you ordered. The Checkstock Watcher will reset with the appropriate check number. If you didn't order any checks, leave the text box blank.

## Error checking

The Error Checking feature enables you to catch errors before recording your payroll into Pay History. You can set up your own error checking rules that will catch errors when you process payroll. For example, you can create a rule to warn you if the deduction called Social Security isn't being deducted from an employee paycheck or if the net pay of an employee paycheck is over $2500.00. Although not required, using the Error Checking feature can help you avoid problems later on.

### Instruction Set 2–10: Setting up rules for error checking

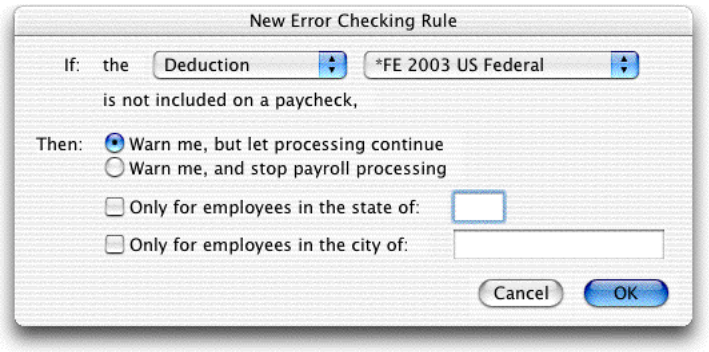
1 In the **Company tab window**, click the **Error Checking** button.


Error Checking Rules
Error Checking Rules for Payroll Items:
Fatal error w/o Deduction Social Security
Fatal error w/o Deduction *FE 2003 US Federal
Fatal error w/o Deduction Medicare
Fatal error w/o Deduction ND 2002 North Dakota
Error w/o Deduction Health Insurance
New...
Edit...
Remove
Error Checking Rules for Gross / Net Pay:
Warn me if 'Gross Pay' is OVER: $
Warn me if 'Gross Pay' is UNDER: $
Warn me if 'Net Pay' is OVER: $
Warn me if 'Net Pay' is UNDER: $
Cancel
OK

2 If you want, create rules to warn you if the **gross pay** on your employee paychecks is over or under an amount you specify.

3 If you want, create rules to warn you if the **net pay** on your employee paychecks is over or under an amount you specify.

4 If you want to create an error checking rule that pertains to a specific payroll item, click the **New** button.




Use the above dialog to create a rule that warns you if a particular deduction or employer paid contribution is not included on an employee paycheck. You can even limit the warning to employees of specific cities and/or states.

5 After setting up your error checking rule, click **OK**.

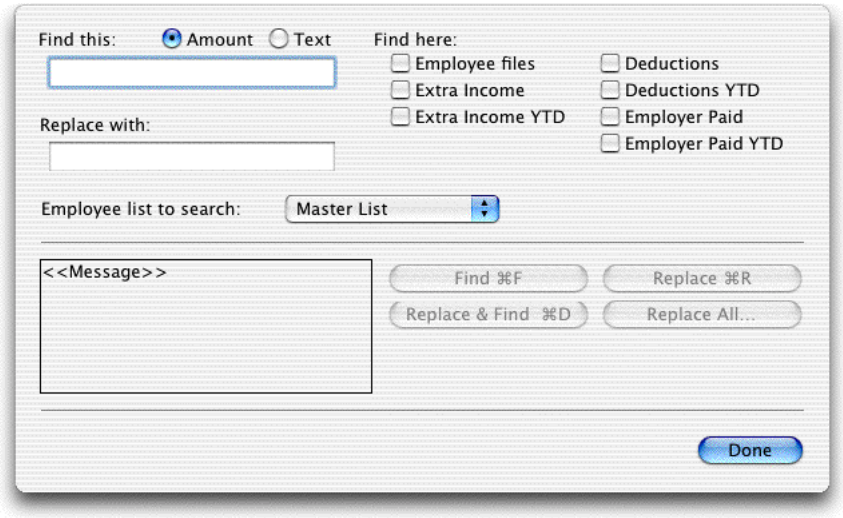
The rule will be displayed in the scrolling list where it can be edited or removed from the list.

6 Click **OK** when you have finished setting up your error checking rules.

## Find and replace

The Find and Replace feature saves you the time of having to go into each employee's file and make a change that must also be made in many other employee files. For example, if you need to change a health insurance deduction amount from $100 to $125, you simply **Find** the $100 and **Replace** it with $125, or if you need to replace your salaried employees pay from $700 to $750, or if you need to change the pay rate of your minimum wage hourly employees from $4.25 to $4.50. The Find feature also allows you to Find and Replace an amount of a deduction, extra income item, or employer paid contribution.

In the Employees tab window, select **Edit** > **Find** to open the Find dialog.




*Items such as state name, area code on employee telephone numbers, zip code, salary pay rate, and hourly pay rate are found using the Employee files option.*

### Printing mailing labels

The Print Mailing Labels feature allows you to print one label or multiple labels for both your employees and your company. Labels can be printed for direct employee mailings, notices, return addresses, and many other uses as well.

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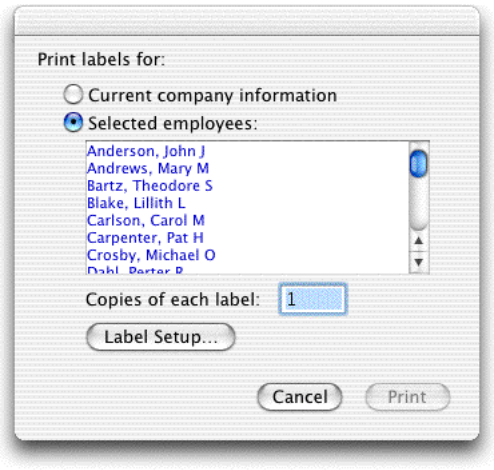
### Instruction Set 2–11: Printing mailing labels

1 Select **File** > **Print Mailing Labels**.



*The Print button will not be active until you click the **Label Setup** button and set up your label printing specifications.*

Choose the company for which you need to print labels.

**Current company information**
Select the Current company information radio button to print labels that contain your company name and address.

**Selected employees**
To print labels that contain your employee's name and address, select the Selected employees radio button, then select the employee(s) you want to print labels for from the scrolling list. Only those employees who are selected will be printed.

2 Enter the number of copies you want printed of each label.

If you need more than one copy of a particular label (e.g., 30 company labels for the return address on 30 envelopes), enter the number of copies you need in the text box.

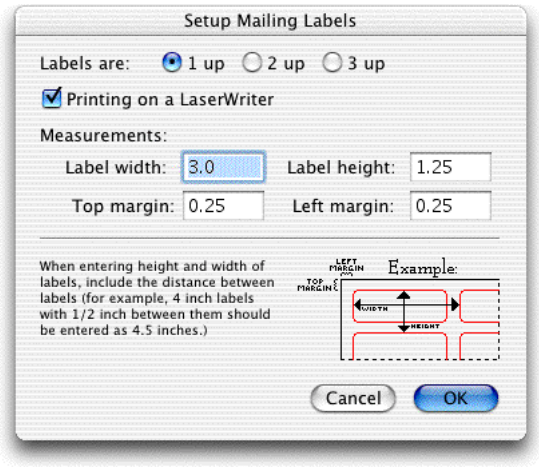
3 Click the **Print** button.

4 Align the label paper in your printer, then click the **Print** button.

*You may want to test print on plain paper before printing on actual label paper. Also, depending on the type of laser printer you have, label paper may be placed in the printer either face up or face down. Check with your printer guide to determine how your printer feeds paper.*

## Label Setup

Use the options in the following window to set up the specifications for printing mailing labels, then click **OK**.




**Labels are:**
Select the type of label paper (1 up, 2 up, or 3 up) you are printing on. The 1 up labels come on a sheet with only one column of labels. The 2 up labels come on a sheet with two columns of labels. The 3 up labels have three columns of labels across the page.

**Measurements**

Carefully measure the width of the label from the left edge to the right edge (or the left edge of the next label if you are using 2 up or 3 up). Then measure the height of the label from the top edge of the first label to the top edge of the next label on the sheet. Always include the distance between labels in your measurements. To determine the top margin, measure from the top edge of the sheet down to the first label. Enter your measurements in inches and use decimals to express a fraction of an inch (i.e., for a 2 1/2 inch label, enter 2.5).

**Printing on a LaserWriter**

Select this option if you are printing labels to a laser printer and the labels are mounted on an 8.5 by 11 sheet of paper.

***Note:*** *Once the mailing label setup is organized to your specific needs, you will not have to set it up again unless you wish to make changes.*

# Notes

CHAPTER 3

# Employees

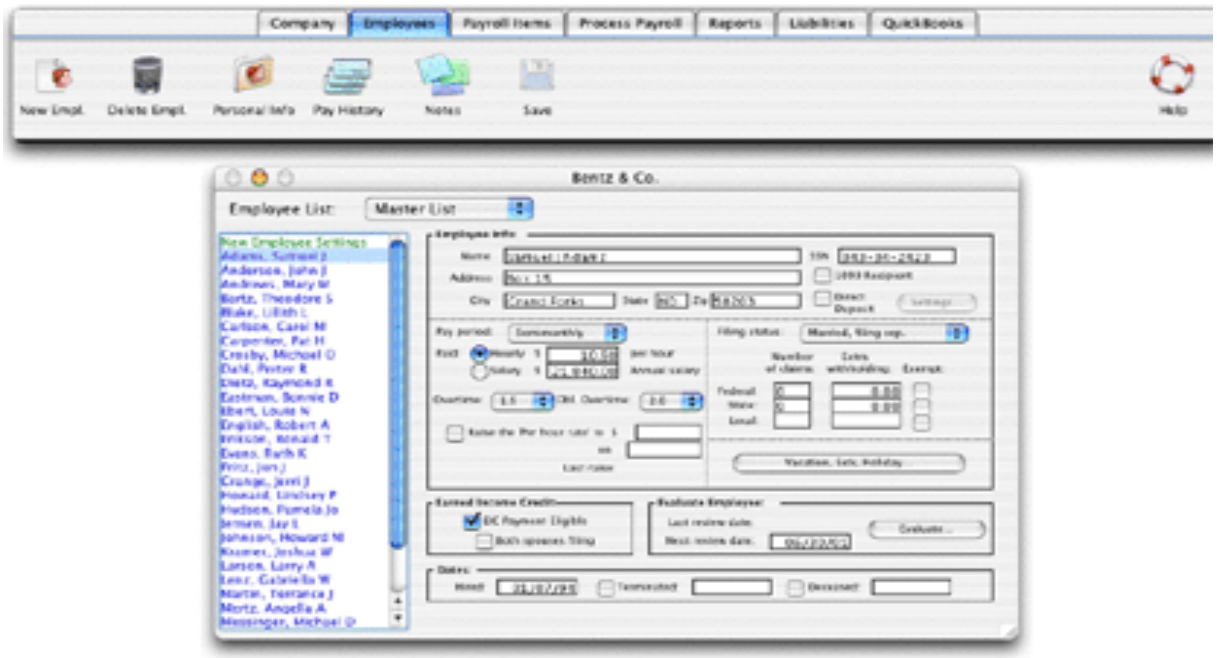
## Chapter overview

The following information is covered in this chapter:

- Entering employees
- Entering past pay history
- Using employee lists
- Evaluating employees

# Employees overview

Employees are the backbone of your business. There would be no reason for a payroll application without them. Aatrix Payroll opens into the Employees tab window by default. All the processes for creating and maintaining your employees start here. The Employees tab window offers a complete spectrum of tools and command buttons to assist you with creating new employees, maintaining multiple lists, keeping notes, customizing evaluation forms, and setting default values for deductions and pay rates.




The process of entering employees into the payroll program involves setting up the default information file for new employees and then entering each employee with their own specific information (e.g., pay rate, claims).

Before entering your employees, verify that the new employee default settings are set up as needed (see Setting up new employee defaults on page 3-3) . The new employee settings should include information such as pay period, filing status, payroll items (i.e., income, deductions, employer paid contributions), overtime rates, state and zip code.

After setting up the new employee defaults, enter your employees (see Entering new employees on page 3-4). Once an employee is entered, his/her name is displayed in the employee list on the left of the window.

# Setting up employees

Setting up employees in order to process payroll involves:

- Setting up new employee default settings
- Entering employee information
- Entering prior pay history, if applicable
- (Optional) Creating additional employee lists
- (Optional) Setting up performance evaluation forms for evaluating employee work performance

## Setting up new employee defaults

In many cases the default information will not differ greatly from one employee to the next. For instance, all the deductions like Federal taxes, State taxes, Social Security and Medicare may be the same, or all the employees may have the same city, state, and zip code.

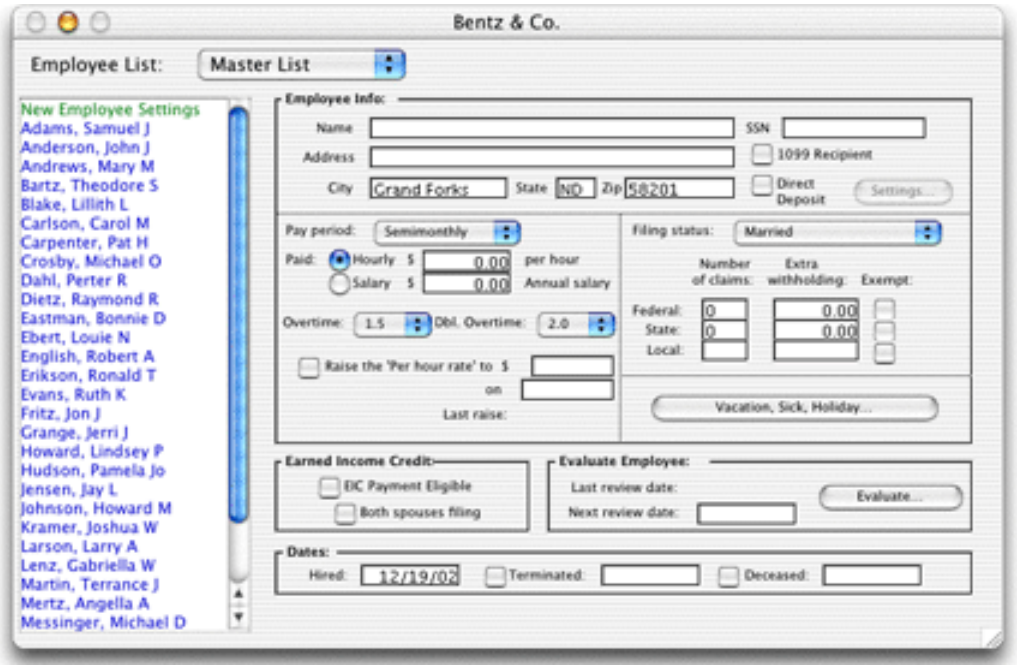
As a result of the payroll installation process, a file called **Default Stationery** was created. This file contains all the deductions, employer paid contributions, and other information you entered during installation. It can be thought of as a "new employee template" because when you click the New Employee button, the program starts a new employee file that consists of the information contained in the Default Stationery file (e.g., pay period, deductions, contributions, zip code). All you have to do is enter each employee's unique information.

You can edit the new employee default settings at any time however, it is best if you make any necessary changes before entering new employees to be sure that the defaults reflect your "average" employee.

### Instruction Set 3–1: Setting up new employee defaults

1 In the **Employees** tab window, select the **New Employee Settings** option that is located at the top of the Employee List.

The New Employees Settings default information window for the company that is currently open will appear.



2 Verify that the information already entered is what you want automatically used for new employee files. Add or remove information as needed.

3 Click **Save** (from the button bar).

4 Click **Done**.

5 Open the **Payroll Items** tab window.

6 Select the **New Employee Settings** option, which is listed near the top position of the Employee List.

7 Select (√) the payroll items you want the program to automatically assign to new employees. See Assigning payroll items to employees on page 4-18

8 Create any other payroll items you may need (e.g., vacation, health insurance). Chapter 4 provides detailed instructions for creating new deductions, employer paids and income items.

To set up vacation pay, refer to Setting up vacation, holiday, and personal pay on page 4-7

9 Open the **Reports** tab window.

10 From the **Reports** list on the right, select the report called **Default Information Summary**.

11 Click the **Print Report** button.

12 Referring to this report, verify the default settings for the currently open company. Once you are sure that the default settings are set up as needed, you can start entering your employees.

## Entering new employees

After the new employee default settings are set up, you need to enter the individual employee information such as name, address, social security number, and pay information. Each employee file starts with the new employee default settings, but information can be changed as needed.

### Instruction Set 3–2: Entering a new employee

*Before entering your employees, verify that the new employee default settings are set up as you wish them to be. For details, refer to* Setting up new employee defaults on page 3-3 .

1 In the **Employees** tab window. click the **New Employee** button.

2 If you are importing your employee information, select **File** > **Import Employees**. For details, refer to Importing employee information on page 3-10 .

3 Enter the employee's information.

**Name**
Enter the employee name exactly as you want it to appear on reports and paychecks. The name should be in this format: John P Smith (first name, middle name or initial, last name). The name must not exceed 25 characters and should not contain a colon (:) symbol.

*An employee's name should always be entered exactly the way it appears on their Social Security card. Titles that come before or after names, such as Dr., Jr., Esquire, II, etc., are not desired by filing entities on state and federal payroll reports.*

**Social Security Number**
Enter the Social Security number in this format: 456-56-6789. Include the dashes.

**Address, City, State, and Zip Code**
The address line should be used for the employee's street address, including the route number or apartment number. Use the two-letter abbreviation for your state and type it in capital letters (e.g., CA for California).

**1099 Recipient**
Select the 1099 Recipient checkbox if you are giving this individual a 1099 form. It is a way to remind yourself that the individual is a 1099 recipient.

**Direct Deposit**
Select the Direct Deposit checkbox if this employee's paycheck is deposited into a bank account via Direct Deposit. For information on using Direct Deposit with your payroll program, refer to Chapter 13, Direct Deposit on page 13-1 . When you print your paychecks from the Check Queue, paychecks will be printed for regular employees and "pay stubs" will be printed for the direct deposit employees.

**Pay Period**

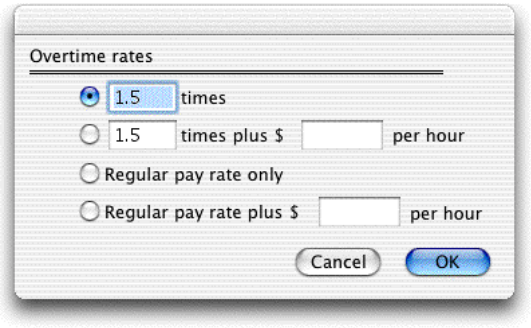
- The **Bi-Weekly** option is for those employees paid every two weeks.
- The **Semi-Monthly** option is for those employees paid twice a month.
- The **Ten Month** pay period is for employees such as teachers.

**Paid**
If the employee is paid on an hourly basis, click the **Hourly** radio button, then enter the Hourly Rate (e.g., 10.75) in the **per hour** field. Do not type in a $ (dollar sign). When you tab out of the per hour field, the program automatically calculates the Annual salary for you.

If this is a salaried employee, click the **Salary** radio button, then type in the employee's annual salary in the **Annual salary** field. Do not type in a $ (dollar sign). When you tab out of the Annual salary field, the program recalculates the annual salary amount for the selected pay period.

**Overtime**
Select the appropriate overtime and double overtime rates from the pop-up menus.

If none of the available options fit your particular needs, select the **Other...** option to display the following window.




Use the overtime and/or double overtime options to set up customized overtime rate(s) for the selected employee. For example, if the selected employee is to receive the regular pay rate plus $1.50 for each overtime hour, click the last radio button and enter 1.50 in the text box.

**Raise**
Mark the checkbox to activate this feature, which is used to designate the amount and effective date of the employee's next pay raise. When the raise first goes into effect, the program generates an reminder alert, the date is entered in the **Last raise** area, and the fields are cleared. If applicable, the date and amount of the next raise can be set at this point.

**Filing status**
From the **Filing status** pop-up menu, select the marital status of this employee.

**Claims/Withholding/Exempt**
The **Number of claims** fields are used to enter the number of allowances that the employee claimed on the W-4 for Federal, State, and Local taxes. If nothing is entered, the program calculates taxes based on zero exemptions claimed.

The **Extra Withholding** fields are for any extra withholding the employee may wish to have taken out of his paycheck for federal, state or local taxes. The extra withholding will be above and beyond what is normally taken out for taxes based on the tables you are using. You can enter a different amount for each of the three taxes, or leave them at zero.

Select the appropriate Federal, State and/or Local **Exempt** checkboxes if this employee is exempt from any Federal, State and/or Local taxes.

**Earned Income Credit**
If this employee is eligible to receive advance Earned Income Credit payments added to his/her paycheck, click the **EIC Payment Eligible** checkbox (refer to IRS Circular E, *Employer's Tax Guide* to verify EIC requirements). If this employee's spouse has also filed to receive advance EIC payments, click the **Both spouses filing** checkbox.

**Evaluate Employee (Optional)**
Enter this employee's next review date. The date you enter will be added to the Reminders, which prompts the system to display a notice when the review date comes due. Click the **Evaluate** button to conduct an employee's performance review. For information on creating and using evaluation forms, refer to the section of this chapter Evaluating employees on page 3-27.

**Dates**
The **Hired** field automatically fills in with the date you create the employee file. You can change this date by clicking the mouse in this field and typing in the appropriate hire date.

To terminate an employee (i.e., make inactive, designate that the employee is no longer on the payroll), click the **Termination** date checkbox and enter the date of termination. After being terminated, the employee's name will appear in the Employee List as red bold type (plain bold type on a monochrome monitor). Do not delete terminated employees from your hard drive if you need to process reports (e.g., W2, 941) using their payroll data.

If you have an employee who becomes deceased, click the **Deceased** checkbox and enter the deceased date. The program tracks this information for your W2s.

4 (Optional) Click the **Personal Info** button if you want to add personal information to this employee's file.

For detailed information, refer to Adding personal information on page 3-11.

5 Click **Save**.

An employee file will be created and saved in the Employee Files *f* folder of the currently open company. For more information on saving employee information, refer to Saving employees on page 3-7.

6 Open the **Payroll Items** tab window and select the employee you are setting up.

7 Select (√) the payroll items that you want assigned to this employee and modify if necessary.

For details on personalizing a payroll item, refer to Editing payroll items on page 4-19.

8 Some states require you to set up a special employee tax status. To determine if your state has a module to handle the special setup, refer to Appendix A, States Requiring Special Attention on page A-1.

## Saving employees

When saving a new employee file, the program automatically places the new record in the Employee Files *f* folder of the currently open company and adds the employee's name to the Master List. If an Employee List other than the Master List is open when a new employee is saved, the program also adds the employee's name to this list.

Click the **Save** button upon entering a new employee or editing an existing one.

## Editing employees

When an employee's marital status, pay rate, or other information changes, their file needs to be edited and saved with the new data.

### Instruction Set 3–3: Editing an employee

*To change the name of an employee, use the Rename Employee feature. For details, refer to* *"Renaming employees" on page 3-9**.*

1. In the **Employees** tab window, select the employee you want to edit from the Employee List on the left.

   If this employee is on more than one list, it does not matter which Employee List is open. Changing employee information in one list changes that same information in all lists.

2. Make the necessary changes.

3. Click **Save**.

## Deleting employees

The Delete Employee feature permanently deletes from your hard disk all information associated with an employee (e.g., pay history, time card logs, etc.).

### Instruction Set 3–4: Deleting an employee

*Be very careful not to accidentally delete an employee for which you need to process reports such as the W2 report.*

1. In the **Employees** tab window, select the employee you want to delete from the Employee List on the left.

   It does not matter which employee list is open, deleting an employee file deletes the employee from all lists.

2. Click the **Delete Employee** button.

   A window will appear warning that if you continue, the selected employee will be permanently deleted from your hard disk.

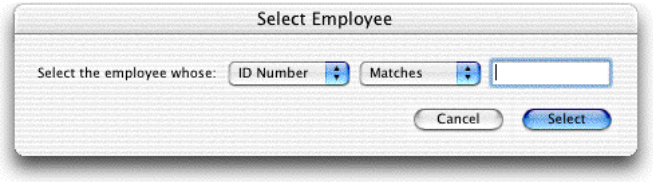
3. Click **Delete** to delete the employee or **Don't Delete** to close the window without deleting the selected employee.

## Finding employees

The Find feature allows you to quickly locate an employee in the currently open employee list based on the search criteria you specify.

### Instruction Set 3–5: Finding an employee

1 On your keyboard, press **Command-F**.




2 From each pop-up menu, choose the search criteria you want to use to find the employee.

The Find feature will look for an employee whose ID Number, SSN, or Name contains or matches what you enter in the text box.

3 Click **Select**.

If the program finds an employee meeting the search criteria, that employee's name is highlighted in the employee list.

## Renaming employees

There will be times when you need to change the name of an employee (e.g., a marriage or the name was not spelled correctly in the first place).

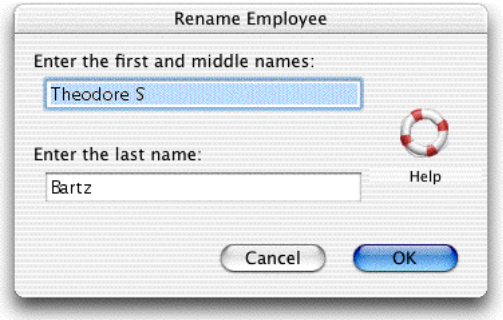
### Instruction Set 3–6: Renaming an employee

*Renaming an employee by just typing a new name into the Employees tab window will not change the name in the system, just in the screen. We recommend the following instructions to rename an employee.*

1 In the **Employees** tab window, select the name of the employee you want to rename from the Employee List on the left.

It does not matter which employee list is open if the employee is on more than one list. Renaming an employee in one list changes the name in all lists.

2 From the **Employee List** pop-up menu, select **Rename Employee**.



3 Rename your employee (middle name or initial is optional).

*An employee's name should always be entered exactly the way it appears on their Social Security card. Titles that come before or after names, such as Dr., Jr., Esquire, II, etc., are not desired by filing entities on state and federal payroll reports.*

4 Click **OK**.

The new name will appear in your employee list(s) and will be used for checks and reports. The program also renames the employee's file name.

## Importing employee information

Once the payroll program is installed, you can import a *tab-delimited* file that contains employee's information (e.g., name, address, wages). This can save the time of having to manually enter much of the general employee information requirements.

The tab-delimited text file format may be created with any word processor providing the file is saved in text format. For example, in MacWrite, prepare your file as described next, then select File > Save As. In the window that appears, name the file and select TEXT from the pop-up menu.

The information for each employee must be typed in sequence using all of the following information, even if it is zero. A **Tab** must be put between each field and a **Return** after each employee.

1 Employee Name
2 Address
3 City
4 State
5 Zip Code
6 Social Security Number
7 Base Wage (if the Base Wage is a salary, tab once, add an X and tab again)
8 Number of federal exemption claims
9 Number of state exemption claims
10 Marital status (1=single, 2=married, 3-married-filing separately, 4=head of household)

Employee Name **<tab>**Address**<tab>**City**<tab>**State**<tab>**Zip Code**<tab>**Social Security Number**<tab>**Base Wage**<tab>** Number of federal exemption claims**<tab>**Number of state exemption claims**<tab>**Number of local exemption claims**<tab>**Marital Status **<RETURN>**

Following is an example of what such a file might look like. Note that one employee is on salary (as indicated by the X) and the other is paid hourly.

```
Joe T Nash→ Box 2→ Ely→ ND→ 45678→ 501-00-2345→ 100.00→ X→ 1→ 1→ 0→ 2¶
Al M Paunz→ Box 9→ Ely→ ND→ 45678→ 123-45-3456→ 10.85→ 3→ 3→ 3→ 2¶
```

***Note:*** *Ignore what the text file might look like on your screen, the important thing is that you put a Tab between each field and a Return key after each employee.*

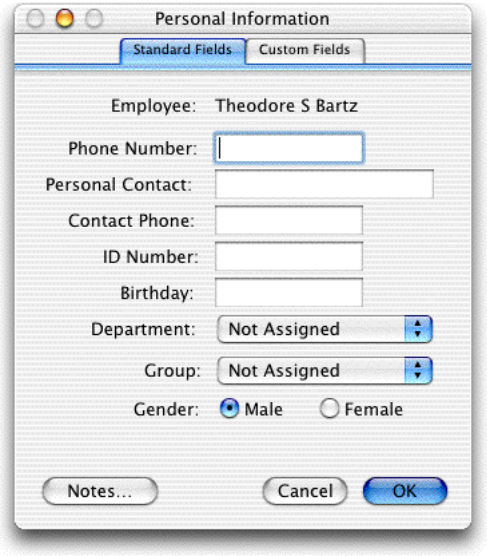
## Adding personal information

The information you enter in the Personal Information window allows you to keep a small human resource database for your company. You can also use the personal information in the Check Designer utility as actual items to place on a checkform template.

### Instruction Set 3–7: Adding personal information

1 In the **Employees** tab window, select the employee you want to add personal information to from the Employee List on the left.

2 Click the **Personal Info** button.




3 Click the **Standard Fields** tab and enter the personal information of the selected employee.

**Phone Number**
The phone number of the employee can be useful when questions appear concerning the employee's paycheck.

**Personal Contact**
This field can be used to enter the name of the person to call in case of an emergency.

**Contact Phone**
Use this field to enter the phone number of the personal contact in case it is not the same as the employee's.

**ID Number**
Many companies use an ID number in addition to the Social Security number. This number can be entered in this field and used on any report or paycheck layout.

**Birthday**
Use this field to keep track of your employees' birthdays.

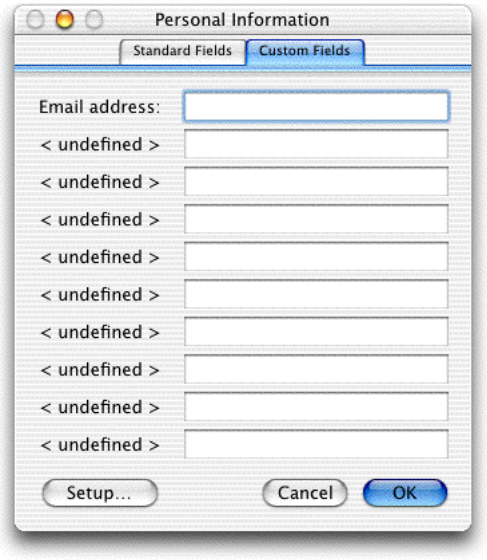
**Department/Group**
You can designate a department and/or a group that applies to this employee by choosing the appropriate selections from the pop-up menus. If you did not set up any departments and/or groups during the Payroll Installer routine, refer to Departments and Groups overview on page 2-7 .

***Note:*** *You can have your Gross Pay expensed by departments. This allows you to post to multiple G/L accounts in your accounting software. For details, refer to* Gross pay expensing by department on page 2-9.

**Gender**

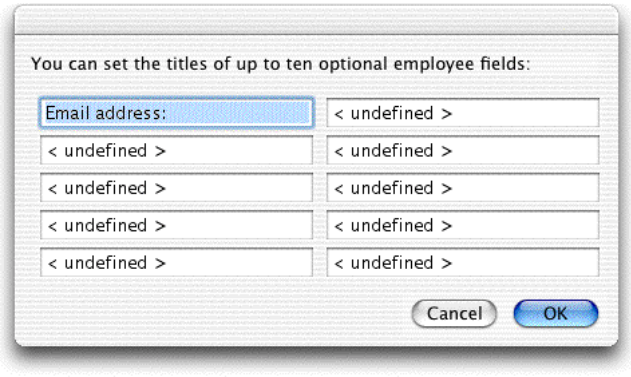
Some states require employee gender data. You can designate whether the selected employee is male or female by clicking the appropriate radio button. This feature is used only for those State Forms that require gender data.

4 Click the **Custom Fields** tab to define up to ten (10) custom fields.




*The fields you set up in this window can be used in reports created with the EZ Report Builder.*

To create titles for the fields, click the **Setup** button.




In the window that appears, enter a title for each of the fields you want to set up (e.g., fax number, e-mail address), then click **OK**.

The titles of the fields appear on the Custom Fields window.

5 Click **OK** to return to the **Employees** tab window.

## Adding notes to employee files

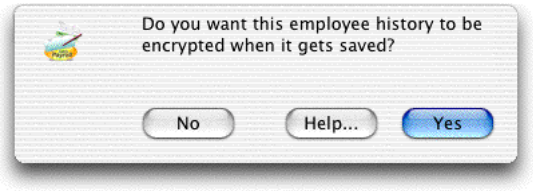
Built into your payroll program is a special word processor. It allows you to enter and date stamp up to 16 pages of notes for review, reprimand, or other information regarding each of your employees.

### Instruction Set 3–8: Adding a note to an employee file

1 In the **Employees** tab window, select the employee you want to add notes about from the Employee List on the left.

2 Click the **Notes** button.

The following window box will appear the *first* time you attempt to create notes on an employee.




When a file or program is made secure, requiring a password for entry, it is *encrypted*. This program offers the option of encrypting employee files to prevent unauthorized access. To secure this employee's information, click the **Yes** button and enter a password for this file.

This password applies only to this file, so use a password that can be linked to the employee (e.g., employee #, first name), or use the same password with all your protected files.

*Make sure you write your password down in a safe place because there is no way to discover or change this password once it is entered.*

3 Once you have entered the password (if one is desired), the Notes window opens and notations concerning the selected employee can be entered.

The Notes feature works the same way any Macintosh word processor does with the font, style, and margin control. You can move the cursor with the mouse or by using the arrow keys.

**Date menu**

It is extremely important that you date your employee's personal notes. The program automatically stamps the note with the day and date as soon as you open the Notes window. If you are only reviewing the notes, delete the date. To turn off this feature, select **Date** > **Auto Stamp On Start Up**.

From the **Date** menu, choose whether or not to include the Day, Date, or Time, then select the desired style for each. A check mark (√) will appear next to the options you have selected. The program automatically enters today's date at the position of the cursor in the format you selected.

**Margins**

To set the margins and/or tab size, select **File** > **Set Margins**. A window will appear allowing you to set up your margins.

**Selecting text**

Selecting text is accomplished by clicking the mouse and then dragging over the desired text. Once selected (highlighted), you can cut and paste the text, remove it (Clear), or change the format (font, size, style).

**Deleting text**

Text can be deleted by selecting it and choosing the **Edit** > **Cut**, or by using the delete key.

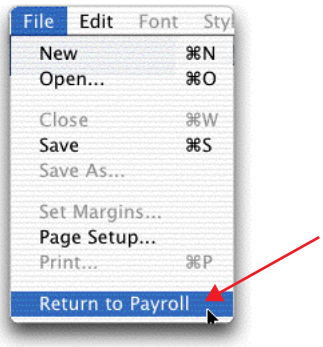
**Deleting files**

When you have added notes to an employee's file, click the close button (a red "X" icon in the upper left-hand corner of the note window) to display the "Save changes to "*Last Name, First Name*" before closing?" window. Click **Save** to save the note.

Bartz, Theodore S.TXT
Ted has been late to work three times. He has been warned
that the next time he is late he will be put on a 30 day probation.
Save changes to "Bartz, Theodore S.TXT"
before closing?
Don't Save
Cancel
Save

These text files will have a **.txt** extension. If you wish to delete a text file, drag it out of the specified folder and into the trash.

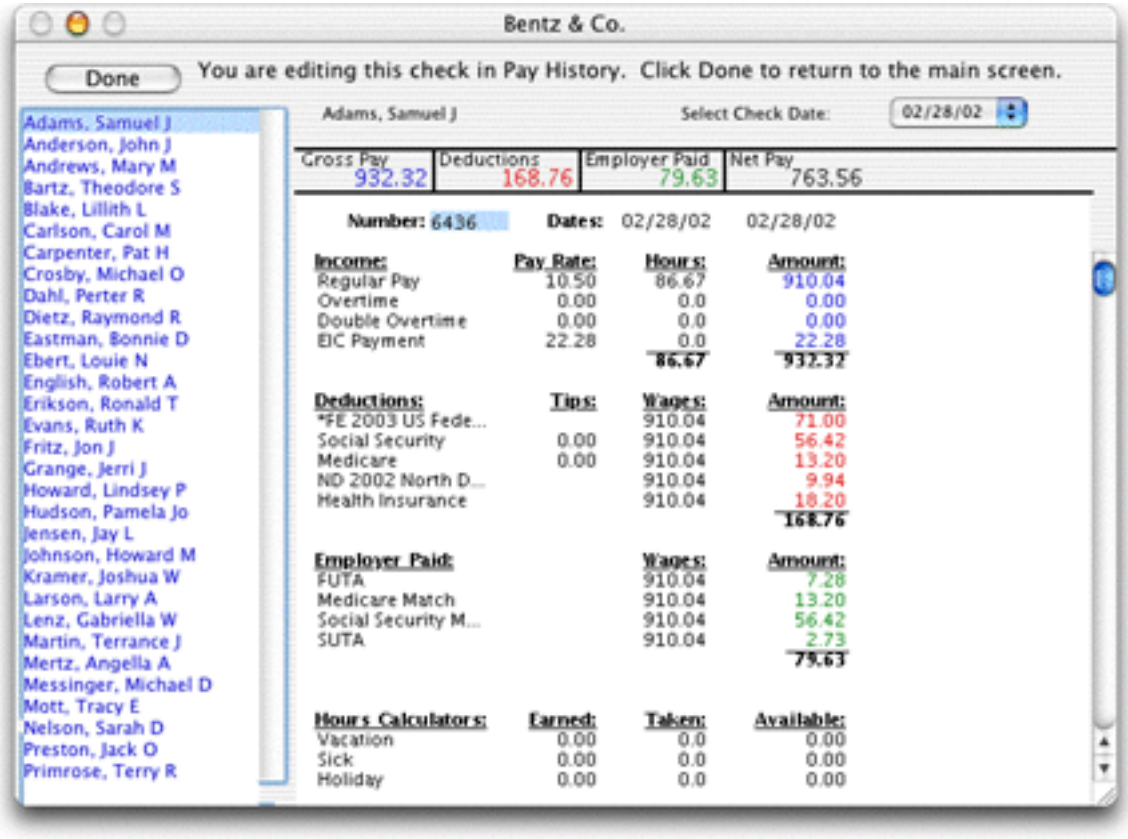
4 When you are done, select **File** > **Return to Payroll**.




Click **Return to Payroll** after you have saved the note.

# Employee pay history

All payroll checks are stored in Pay History. To access an employee's pay history records, open the **Employees** tab window, select an employee from the Employee List on the left, then click the **Pay History** button.




The Pay History window allows you to view or edit existing paycheck records. To open/view an already issued paycheck, select the date it was recorded from the **Select Check Date** pop-up menu. Once open, the paycheck record can be edited, duplicated, deleted, or reprinted.

If the currently selected employee does not have any paycheck data stored in Pay History, the screen appears blank and no paycheck records appear in the Select Check Date pop-up menu.

### How does the paycheck date affect reports?

Paychecks are recorded into pay history with both the paycheck date and pay period ending date. By default, the program uses the paycheck date for reporting purposes. If you would rather use the pay period ending date for reporting purposes, go to the **Employee Preferences** and change the default to pay period ending date.

The monthly/quarterly reports you generate are based on the dates that the paychecks are recorded. In other words, if you want the payroll information reported in the first quarter, it must be saved using a date within the first quarter.

## Entering past pay history

If you begin using the payroll program in the middle of the year, you need to enter your employee's prior pay history totals in order for reports such as the W2 and 941 to calculate correctly.

***Note:*** *Before you begin entering prior pay history data, your employees must be set up with the correct deductions, employer paid contributions, regular pay (hourly/salary), extra income, and claims information. If needed, refer to* Setting up new employee defaults on page 3-3 .

We recommend that you use the Process Payroll tab window to enter your prior pay history. But instead of printing the paychecks, click the **Record Check** button and enter the appropriate dates for the paycheck information. For details on processing employee paychecks, refer to Chapter 5, Processing Payroll on page 5-1.

Before you begin, decide which of the options described below you'll use to enter the past payroll data. When you enter your employee's paycheck data, make sure the values match the original paychecks. If needed, you can change an amount by clicking the cursor directly on the field you wish to edit.

**Available options for entering prior pay history:**

- Enter every paycheck for every employee. This option is the most time consuming, but will give you an accurate breakdown for your reports.
- Enter monthly, quarterly, or yearly totals for each employee's paycheck, depending on the reports you need. If you are entering the data by quarters, use the quarter ending date for each of the quarters completed in the current year (i.e., Mar. 31, June 30, Sept. 30, Dec. 31).
- Enter one total for each employee's paycheck to instantly "catch up" your employee's Pay History records. This allows you to print W-2s, but not other reports you might need. Since the government requires quarterly reports, this method may not be appropriate for your use.

## Editing pay history records

Many of the numeric fields in a pay history record can be edited and if needed, you can add or remove pay items. In addition, if you have an employer paid contribution that needs to be changed retroactively, use the feature called Update Rates. For details, refer to Updating employer paids in pay history on page 3-18 .

To enter or change an amount on a paycheck record, click the cursor on the field you wish to edit. Once a field is selected, it becomes highlighted and you can enter the amount you want. Press the Tab key to move from field to field.

*Be careful to change all fields as necessary because changing one field will NOT automatically affect the other fields (i.e., changing Regular Pay will not change the Federal Tax amount). Also, be careful if this is a check that the employee has already cashed because changing or adding a deduction or income item will affect the net pay.*

*You can revert changes made to a paycheck back to the original values by clicking the* ***Revert to Original*** *button.*

### Adding pay items to paychecks

If necessary, you can add payroll items to an existing paycheck record. Be aware that when you enter an amount for the new item(s), the program *does not recalculate* deductions and contributions. You must change the values yourself.

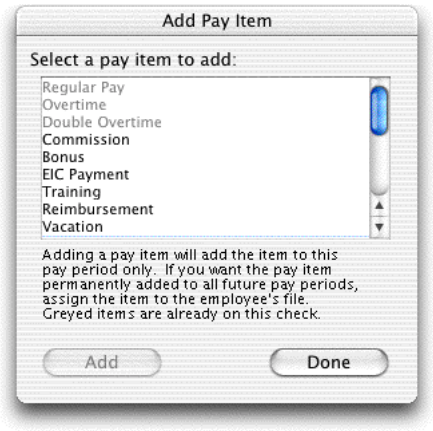
***Note:*** *Other than being in different windows, the instructions for adding payroll items to a paysheet in the Process Payroll window are similar to adding pay items to a paycheck record.*

### Instruction Set 3–9: Adding pay items to a paycheck record

1 In the **Employees** window, select an employee from the Employee List on the left, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the paycheck you want to add a payroll item to.

3 Click the **Add Item** button.


Add Pay Item
Select a pay item to add:
Regular Pay
Overtime
Double Overtime
Commission
Bonus
EIC Payment
Training
Reimbursement
Vacation
Adding a pay item will add the item to this pay period only. If you want the pay item permanently added to all future pay periods, assign the item to the employee's file.
Greyed items are already on this check.
Add
Done

The Add Pay Item window lists all payroll items not currently on the paycheck or paysheet. This list is available to all employees and may include some items that are not assigned to the selected employee.

4 Select the payroll item you want to add to this paycheck record.

5 Click the **Add** button.

6 If needed, repeat steps 4 and 5 to add more pay items.

7 Click **Done** when you have finished adding the pay item(s) you want.

This action adds the payroll item(s) to this paycheck record only. It is not permanently assigned to the employee's payroll file.

8 Once the payroll item is added, enter the appropriate values (e.g., wages, amounts) for this period, keeping in mind that the amounts for deductions and contributions are not recalculated.

### Removing pay items from paycheck records

If needed, you can remove payroll items from a paycheck record. Be aware that after removing the payroll item(s), the program *does **not** recalculate* the deductions and contributions.

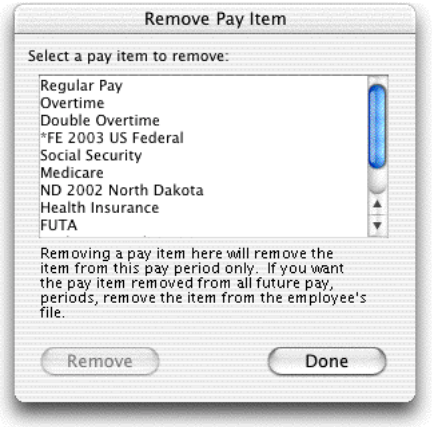
***Note:*** *Other than being in different windows, the instructions for removing payroll items from a paysheet in the Process Payroll window are similar to removing pay items from a paycheck record.*

## Instruction Set 3–10: Removing pay items from a paycheck record

1 In the **Employees** tab window, select the employee you want from the Employee List on the left, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the paycheck you want to remove payroll item(s) from.

3 Click the **Remove Item** button.


Remove Pay Item
Select a pay item to remove:
Regular Pay
Overtime
Double Overtime
*FE 2003 US Federal
Social Security
Medicare
ND 2002 North Dakota
Health Insurance
FUTA
Removing a pay item here will remove the item from this pay period only. If you want the pay item removed from all future pay, periods, remove the item from the employee's file.
Remove
Done

The Remove Pay Item window lists only the payroll items for the selected paycheck. The Regular Pay item can not be removed from the paycheck record, however you can zero it out by editing the Regular Pay field.

4 Select the payroll item you wish to remove from this paycheck record.

5 Click the **Remove** button.

6 If needed, repeat steps 4 and 5 to remove more pay items.

7 Click **Done** when you've finished removing the item(s) you want.

The program removes the pay item(s) from this paycheck only. It does not remove the payroll item(s) from the employee's assigned payroll file.

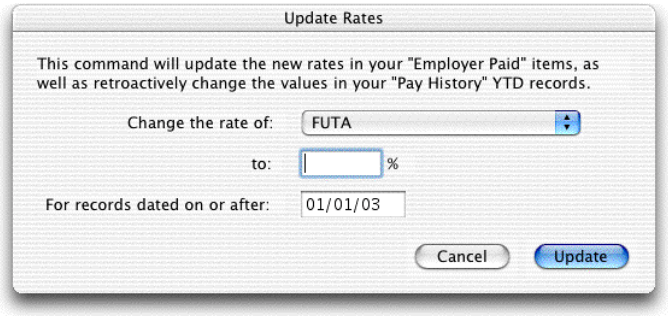
## Instruction Set 3–11: Updating employer paids in pay history

You can update the pay history records with new employer paid rates. This is especially useful when you must retroactively update payroll items (e.g., FUTA, SUTA) because you did not receive the new rates at the start of the year.

## Instruction Set 3–12: Updating an employer paid in pay history

*If you've added an employer paid item to a paycheck using the Add Pay Item button, be sure to enter the wages for the employer paid item on the paycheck, otherwise the Update Rates feature won't work correctly.*

1 Select **Edit** > **Update Rates**.


Update Rates
This command will update the new rates in your "Employer Paid" items, as well as retroactively change the values in your "Pay History" YTD records.
Change the rate of:
FUTA
to:
%
For records dated on or after:
01/01/03
Cancel
Update

2 From the **Change the rate of** pop-up menu, select the desired item.

3 Enter the new percentage rate and the date the change is to take effect.

4 Click **Update**.

The program recalculates the amount of the selected employer paid item using the new rate and makes the appropriate changes in your pay history records. The program also changes the rate in the employer paid setup.

## Printing paycheck records

You can print paycheck records exactly as they appear in the Pay History window using the Print as Report feature.

### Instruction Set 3–13: Printing a paycheck record

1 In the **Employees** window, select the employee you want from the Employee List on the left, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the paycheck you want to print as a report.

3 Click the **Print as Report** button.

4 Click **OK** in the print window which appears.

The paycheck record will be printed exactly as it appears in the Pay History window.

## Deleting paychecks from pay history

If for some reason you need to delete a paycheck from an employee or an entire Employee List, you can do so using the Delete Paycheck feature. Be sure to use extra care when you are deleting paychecks to protect necessary records for W-2s and other government reports.

### Instruction Set 3–14: Deleting a paycheck from pay history

*If you have two paychecks recorded with the same date, the program will only delete the check you select.*

1 In the **Employees** window, select an employee from the Employee List on the left, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the date of the paycheck you want to delete.

3 Click the **Delete Paycheck** button.

4 In the window that appears, select whether you want to delete the paycheck for the selected employee only or for all the employees in the currently open Employee List, with that check date.

5 Click **Continue** to delete the paycheck(s) from pay history or **Cancel** to return to the Pay History window.

***Note:*** *When you delete a paycheck from pay history, the program automatically voids the deleted paycheck in the check register.*

## Reprinting paychecks

There may be times when you need to go back and reprint a paycheck. This can be done using the Reprint Check feature.

### Instruction Set 3–15: Reprinting a paycheck

1 In the **Employees** window, select the employee for whom you want to reprint a check, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the date of the paycheck you want to reprint.

3 If necessary, change the date and check number of the paycheck before printing, since the regular 'date' dialog box does not appear when you print from the Pay History window.

4 Click the **Reprint Check** button.

5 In the window that appears, select the checkform you wish to use, then click **OK**.

6 The standard Macintosh print window will appear allowing you to reprint the paycheck.

## Duplicating paycheck records

If you need to enter a group of paychecks and they are all for the same amount (such as for a salaried employee), you can do so with the Duplicate Paycheck feature.

### Instruction Set 3–16: Duplicating a paycheck record

1 In the **Employees** window, select the employee for whom you want to duplicate paycheck records, then click the **Pay History** button.

2 From the **Select Check Date** pop-up menu, select the date of the paycheck you want to duplicate.

3 Click the **Duplicate Paycheck** button.

The program creates a new record exactly like the one that is currently open and adds it to the bottom of the Check Date pop-up menu.

4 Once the new paycheck is created, select it from the **Select Check Date** pop-up menu and make any necessary changes (such as the date and check number).

***Note:*** *Duplicating a paycheck in Pay History will not create that duplicate paycheck record in your Check Register.*

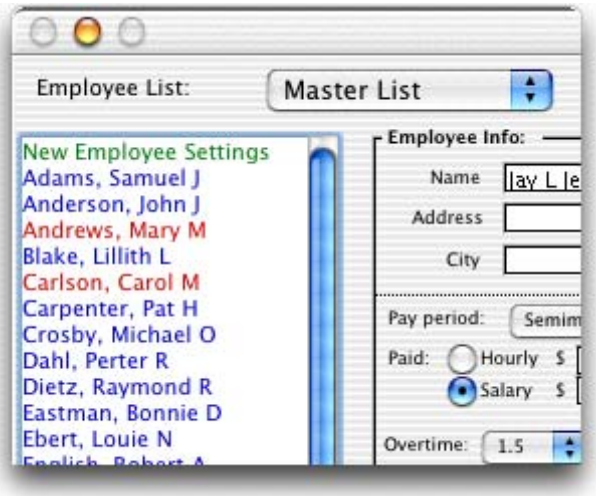
# Using employee lists

An employee list is simply a list of employee names. You can create as many employee lists (e.g., Part-time Help, Health Insurance, Interns) as you need, and an employee can be on as many lists as you deem necessary.

The lists themselves actually contain no data except for the employee names. Except for the Master List (which is described below), names may be added or removed from these lists at any time. You can use the Master List for processing payroll and department employee lists for running reports.

## What is the Master List?

The Master List is an employee list which is automatically created every time you start your payroll program. It includes the names of all the employees who are in the Employee Files ƒ folder of the currently open company.




The Master List is automatically created with all the employees in the Employee Files ƒ folder.

## How employee names are displayed in employee lists

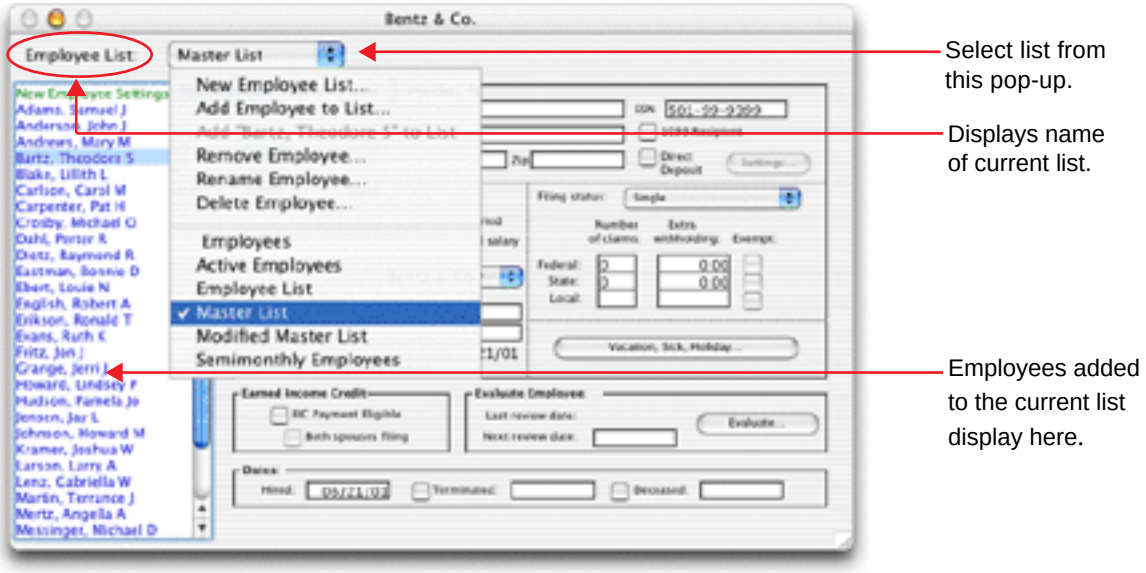
The status of an employee determines how his or her name is displayed in an employee list.

**Blue type**
Current employees (i.e., those you process payroll for) are displayed in blue type.

**Red type**
An employee who has been terminated appears in red type.

### The Employee List and pop-up menu

Following is an illustration of the Employee List display and pop-up menu.




The top portion of the Employee List pop-up menu contains the commands needed for creating and configuring your Employee Lists.

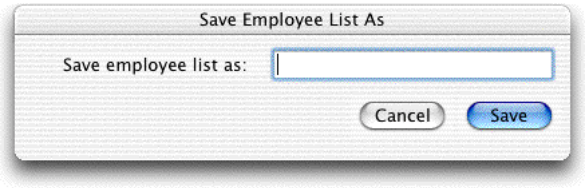
The bottom portion of the Employee List pop-up menu displays the names of your employee lists. A check mark appears next to the name of the currently open employee list.

## Creating employee lists

By default, the program automatically creates certain types of Employee Lists for you. They are created from the pay period and active/inactive (i.e., terminated) settings. For example, if you have both active and terminated employees, the program will create two lists; one that contains your active employees and another for your terminated employees. This option can be enabled and disabled in Program Preferences.

### Instruction Set 3–17: Creating an employee list

1 From the Employee List pop-up menu, select **New Employee List**.




2 Enter a descriptive name for your new employee list.

The list can be the name of a department (i.e., Sales Dept.) or any other descriptive name (i.e., Interns).

3 Click **Save**.

***Note:*** *When you click Save, the Employee List is saved to the Employee Files ƒ folder of the currently open company and its name is displayed at the bottom of the Employee List pop-up menu. If you remove this file from the Employee Files ƒ folder, it will no longer appear in the Employee List pop-up menu.*

4 You can now add employee names to this list. To do so, refer to Adding employees to employee lists on page 3-25.

## Opening employee lists

Use the following instructions to switch to a different employee list.

### Instruction Set 3–18: Opening an employee list

1 Click on the Employee List pop-up menu. Note the check mark displayed next to the name of the currently open Employee List.

2 Drag your mouse pointer to the employee list you want to open.

The selected employee list will open. Its name is displayed in the pop-up menu bar and the employees on that list will appear in the scrolling list.

## Deleting employee lists

If you no longer want an employee list to appear in the Employee List pop-up menu use the following instructions to remove the list.

### Instruction Set 3–19: Deleting an employee list

1 Quit out of your payroll program.

2 On your hard disk, open the **Aatrix Payroll *ƒ*** folder.

3 Open the company folder that contains the employee list you want to delete.

4 Open the **Employee Files *ƒ*** folder.

5 Locate the name of the employee list you want to delete then drag this file to the trash.

6 Close each of the folders you opened.

7 Go ahead and open the payroll program again if you want.

## Adding employees to employee lists

The program provides two methods in which you can add employees to the Employee Lists you create. It is probably more convenient to use the first method if you want to add a number of employees to a newly created Employee List. The second method can be used to add one employee at a time to an Employee List. You should experiment with both methods to find the method you prefer. You may find, however, that you prefer both methods depending upon the circumstances.

### Instruction Set 3–20: Adding an employee to an employee list

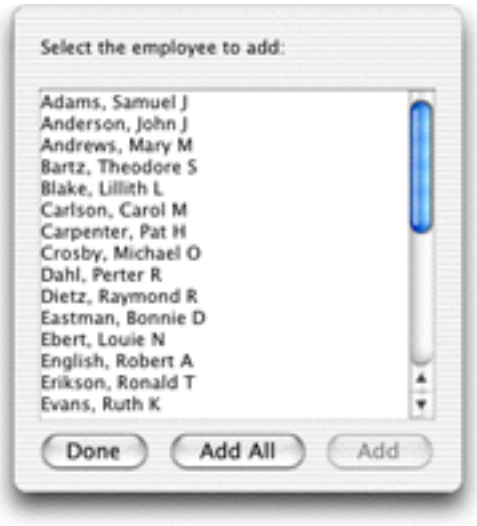
*You should not add the same employee twice to the same Employee List, although you may add the same employee to as many different lists as you wish.*

METHOD 1:

This method uses the **Add Employee to List...** command. Use it if you have a number of employees to add to a list.

1 Open the Employee List you wish to add names to.

2 From the Employee List pop-up menu, select **Add Employee to List**.




3 If you want all the employees in the list added to the currently open Employee List, click the **Add All** button. To add one or more names to the currently open Employee List, select the name of an employee and click the **Add** button.

To help you keep track of which employee names have been added to the list, the program removes the employee's name from this list when you add it to the Employee List. This way, you won't have to rely on the scroll bar to search to the bottom of a lengthy list because the list gets shorter.

4 Click the **Done** button when you have finished adding names.

METHOD 2:

This method uses the **Add "<< ------- >>" to list** selection. Use it to add a single employee to a list.

1 Select the name of the employee you want to add to another list.

2 Open the Employee List you want to add the employee to from the bottom of the Employee List pop-up menu.

3 From the Employee List pop-up menu, select **Add "employee name" to list**.

The employee's name will be added to Employee List you selected in Step 2 and will be displayed in this list whenever it is open.

If an employee is selected and you open a list that the selected employee is not on, the command is active and will execute when selected. That is, the employee's name is added to the currently open Employee List.

***Note:*** *If the **Add employee name to List** selection is greyed out, the employee has already been added to the list.*

## Removing names from employee lists

There may be times when you want to remove an employee from an Employee List. For example, you may have an employee on your "Full Time" Employee List that is now working part time, or you may have an employee who is no longer on your "Union" Employee List.

### Instruction Set 3–21: Removing a name from an employee list

1 Open the Employee List that contains the name of the employee you wish to remove.

2 Select the name of the employee you wish to remove.

3 From the Employee List pop-up menu, select **Remove Employee**.

A window will appear asking if you are sure you want to remove the employee from this Employee List.

The name will be removed from this Employee List only. You can add the employee back to the list at any time. It will not affect the employee's status on any other list and you will still be able to process payroll for this person.

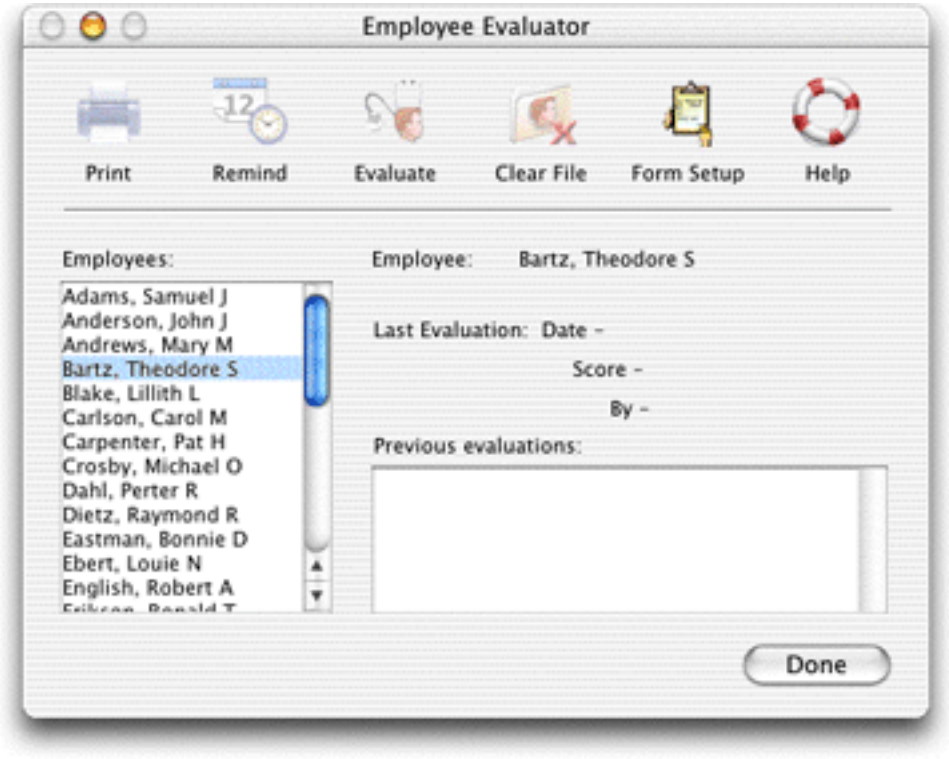
# Evaluating employees

The **Employee Evaluator** allows you to create, score, and print employee evaluation forms. A well-planned performance appraisal can give employers valuable insights into the work being done and those employees who are doing it well.

Some of the many advantages of conducting performance evaluations on a consistent basis include reinforcing good work performance, providing corrective feedback, communicating your expectations for good job performance and better capabilities for judging who is eligible for bonuses and pay raises.

## The Employee Evaluator window

To use the Employee Evaluator, open the **Employees** tab window and then click the **Evaluate** button (located in the Evaluate Employee section).




*If the program cannot find an evaluation form on your computer, a window will appear asking you to name and save a form before it will open the Employee Evaluator window.*

When you select an employee, the Employee Evaluator window displays the score from the employee's last evaluation as well as all previous evaluations.

**Form Setup**
This button allows you to create and edit the performance appraisal form(s) you will use for evaluating employee work performance.

**Evaluate Employee**
When you're ready to evaluate an employee, select the employee from the Employees list, then click the Evaluate Employee button.

**Clear File**
The Clear File button allows you to delete some or all of the previous evaluations from the selected employee's file.

**Remind**
Use this command to set up reminders for upcoming employee evaluations.

**Print**
Use the Print button to print out previous employee evaluations.

**Done**
Click the Done button to exit the window.

## Evaluation forms

With the **Employee Evaluator**, you can set up your own customized performance appraisal form by adding the desired questions (e.g., Employee completes tasks on time?) and possible response options (e.g., Always, Often, Seldom, Never) to the form.

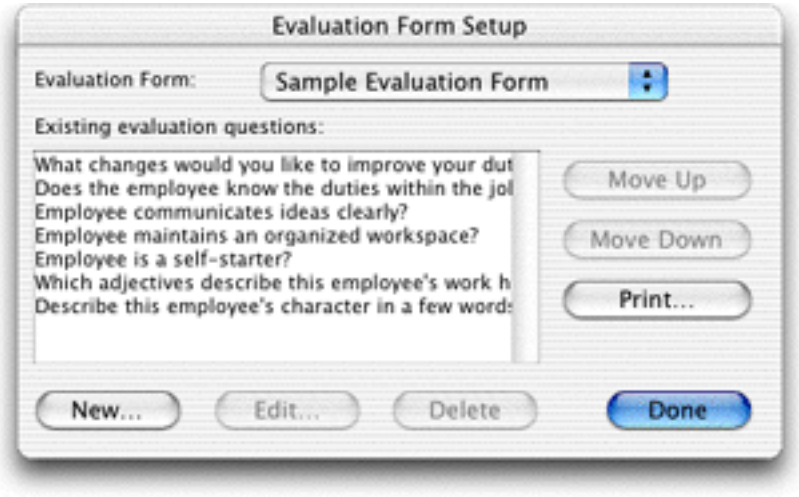
### Creating evaluation forms

You can create as many performance appraisal forms as needed with each form containing as many questions you deem necessary.

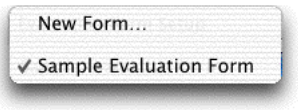
#### Instruction Set 3–22: Creating an evaluation form

1 In the **Employees** tab window, click the **Evaluate** button.

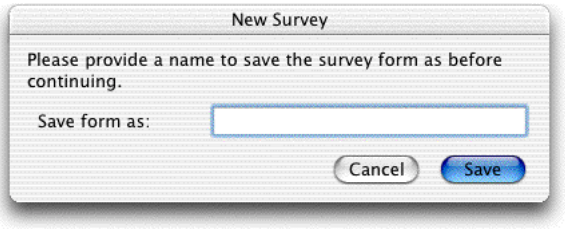
2 In the **Employee Evaluator** window, click the **Form Setup** button.



3 From the **Evaluation Form** pop-up menu, select the **New Form** option.




4 In the dialog box that appears, enter a name for the evaluation form you are creating, such as Performance Evaluation Form.




5 Click **Save**.

6 Once the form has been saved, you can add whatever questions you want to it. For details, refer to Adding questions to evaluation forms on page 3-29 .

### Adding questions to evaluation forms

Once an evaluation form is saved, you can add the questions you want to the form.

---

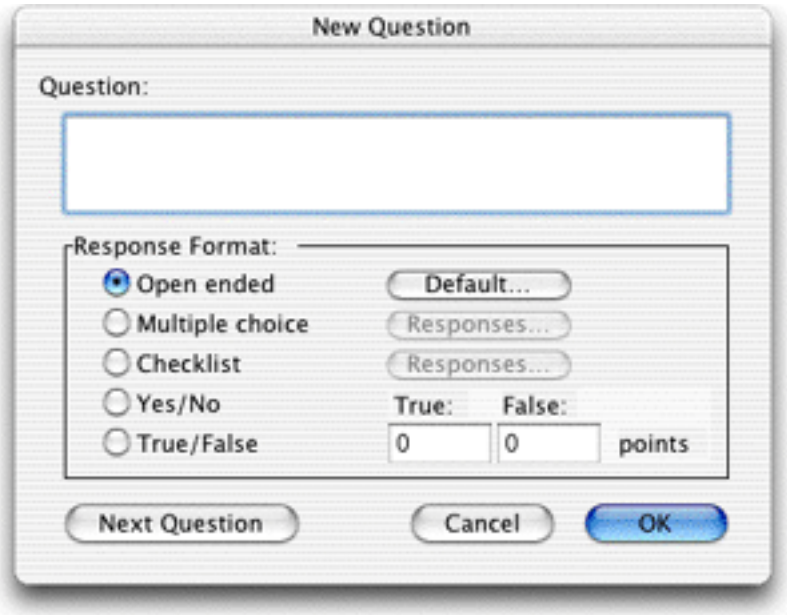
### Instruction Set 3–23: Adding a question to an evaluation form

1 In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form you want to add questions to.

4 Click the **New** button.



5 In the **Question** text box, type the question (limited to 255 characters) exactly as you want it to appear on the evaluation form.

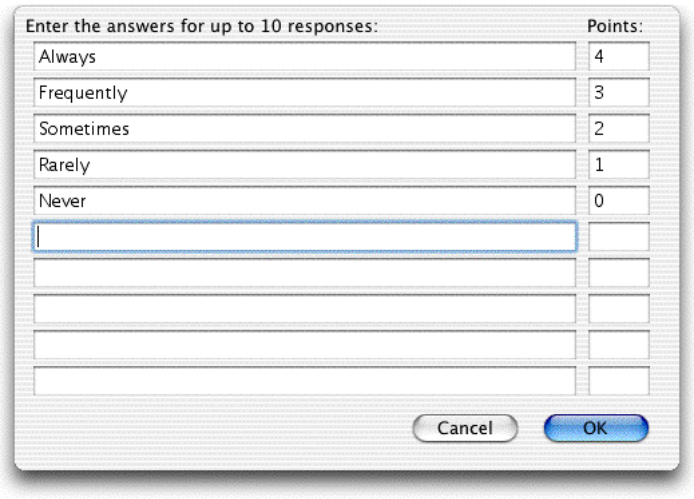
6 Select the type of **Response Format** you want for this question.

**Open ended**

When **Open ended** is selected, click the **Default** button to enter a default response for the open ended question.

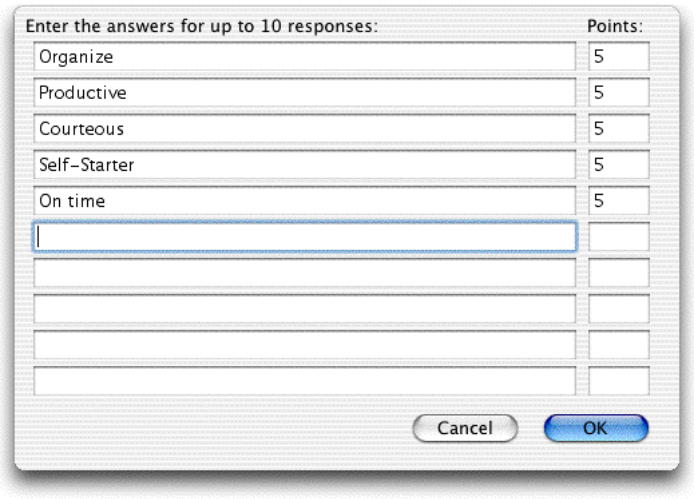
**Multiple choice**

When the **Multiple choice** option is selected, click the **Responses** button to enter all the possible responses for your multiple choice question. Then enter how many points each possible response is worth. For example, in the following illustration, if the question is answered with an “Always” response, the employee would receive 4 points for this question.



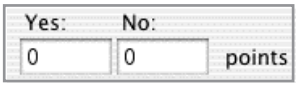

**Checklist**

When the **Checklist** option is selected, click the **Responses** button to enter all the possible responses for your checklist question. Then enter how many points each possible response is worth. For example in the following illustration, if the question was to select which adjectives best describe the employee, and all adjectives were selected, the employee would receive 25 points from this question.



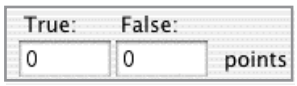

**Yes/No**

When the **Yes/No** option is selected, text boxes appear allowing you to enter the number of points a "Yes" answer or "No" answer is worth.




**True/False**

When the **True/False** option is selected, text boxes appear allowing you to enter the number of points a "True" answer or "False" answer is worth.




7 (Optional) Click the **Next Question** button if you want to add another question to this evaluation form.

***Note:*** *When you click the* ***Next Question*** *button, the question you just set up is added to the evaluation form. The* ***New Question*** *window remains open so that you can set up another new question. Thus, you can add all of your questions to the evaluation form at this time by clicking the* ***Next Question*** *button.*

8 Click **OK**.

Your question is added to the evaluation form and you are returned to the **Employee Evaluator** window.

9 Click **Done** to return to the **Employees** tab window.

## Editing evaluation questions

There may be times in which you feel you need to modify a question on an existing evaluation form. Use the following instructions to do so.

### Instruction Set 3–24: Editing an evaluation question

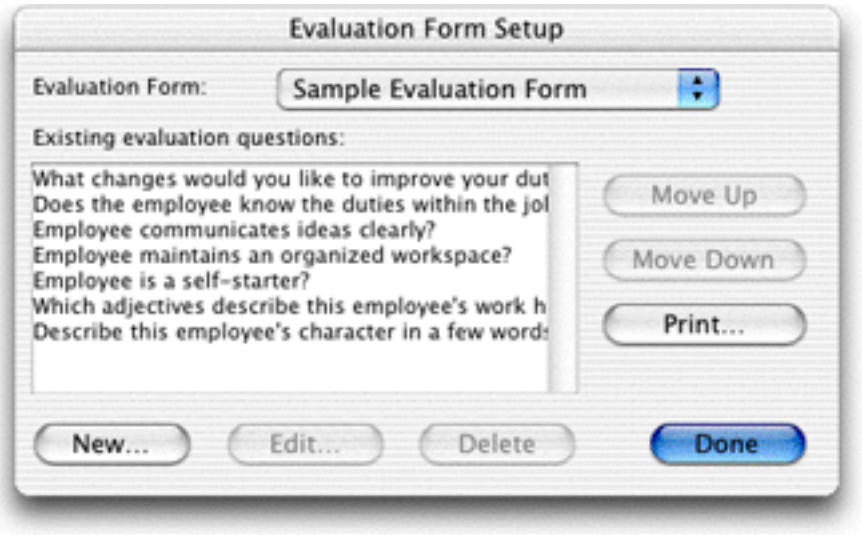
*If you change the responses of a question that has been used in previous evaluations, the employee's response and score on that evaluation may no longer be valid. If you feel that your changes may invalidate previous evaluations, set it up as an entirely new question.*

1 In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form which contains the question you want to edit.

4 From the **Existing evaluation questions** scrolling list, select the question you wish to edit.




5 Click the **Edi**t button.

6 Make the changes you want.

7 Click **OK**.

8 Click **Done** to return to the **Employees** tab window.

### Deleting evaluation questions

Because an evaluation question may be part of a previous evaluation, the program does not allow you to delete a question from the **Existing evaluation questions** list. Instead, the program allows you to delete the question from appearing on future evaluation forms.

---

### Instruction Set 3–25: Deleting an evaluation question

1 In the **Employees** tab window, click the **Evaluate** button.

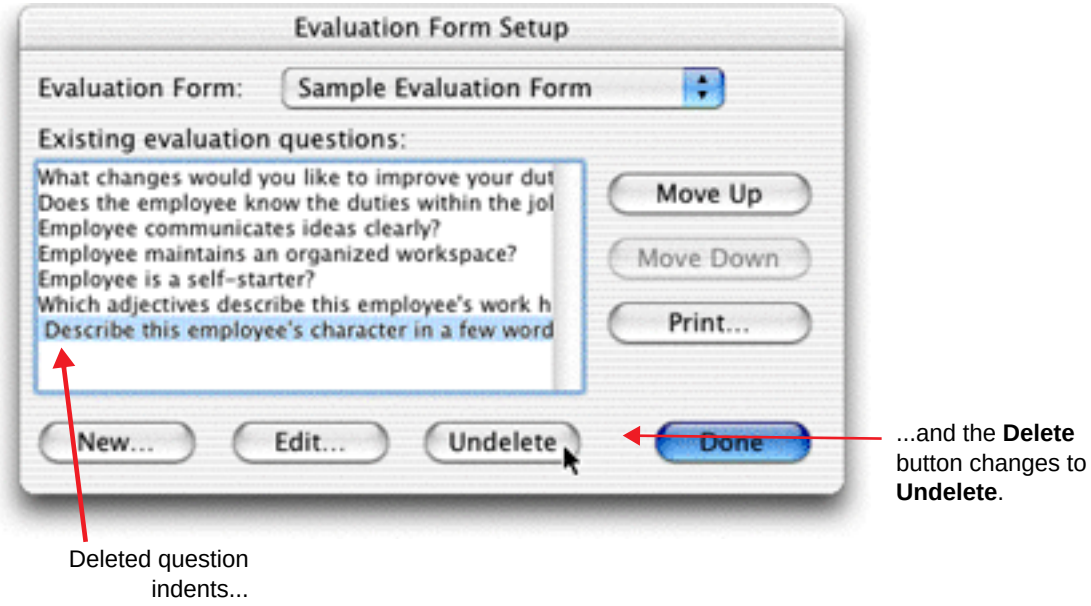
2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form which contains the question you want to delete.

4 From the **Existing evaluation questions** scrolling list, select the question you wish to delete.

5 Click the **Delete** button.

The deleted question will appear indent and the **Delete** button will change to **Undelete**.




6 Click **Done** to return to the **Employees** tab window.

### Undeleting evaluation questions

There may be times when a question you've previously deleted from the evaluation form needs to be undeleted.

---

### Instruction Set 3–26: Undeleting an evaluation question

1 In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form which contains the question you want to undelete.

4 From the **Existing evaluation questions** scrolling list, select the question you wish to undelete.

5 Click the **Undelete** button.

The selected question will appear in plain print and the **Undelete** button will change to **Delete**.

6 Click **Done** to return to the **Employees** tab window.

### Moving evaluation questions

You can arrange your evaluation form questions in any order you wish by using the **Move Up** and **Move Down** buttons.

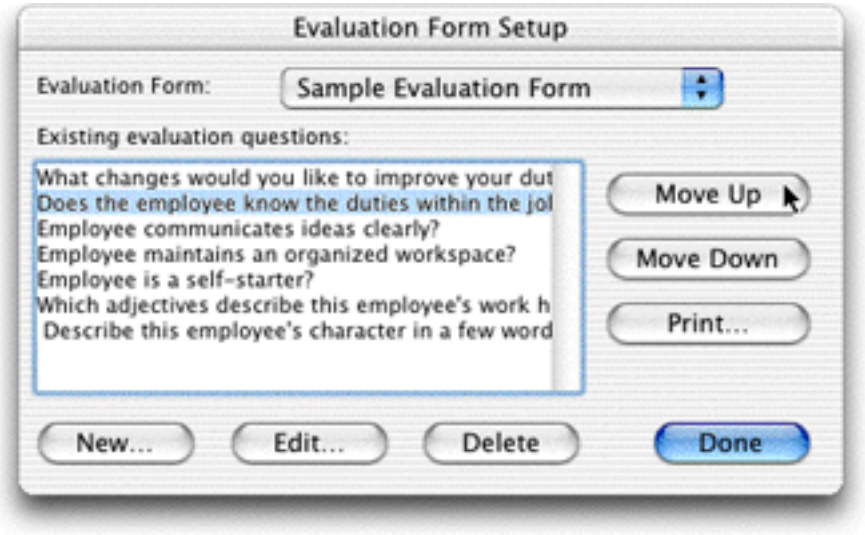
### Instruction Set 3–27: Moving an evaluation question

1 In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form which contains the question(s) you want to move.

4 From the **Existing evaluation questions** scrolling list, select the question you wish to move.




5 Click either the **Move Up** or **Move Down** button to move the question.

6 Click **Done** to return to the **Employees** tab window.

## Printing evaluation forms

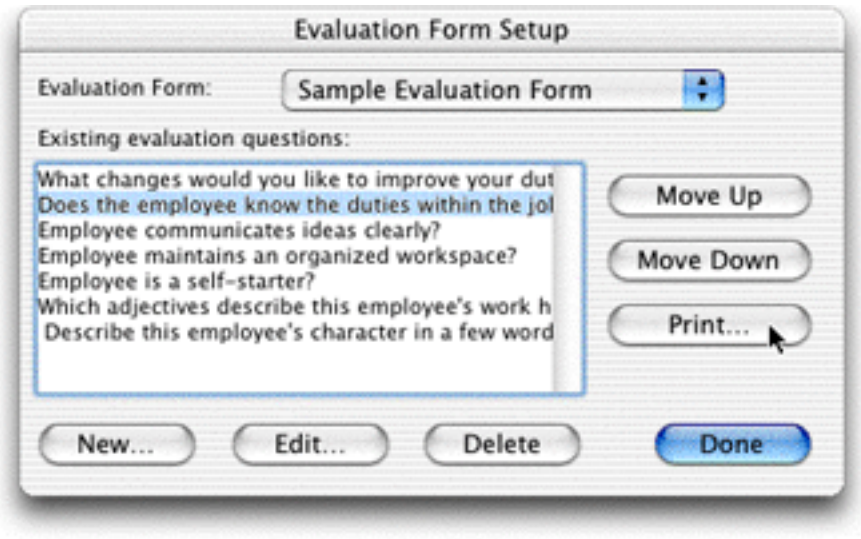
You can print out a copy of your evaluation form if you wish to examine the setup of the questions you've added.

### Instruction Set 3–28: Printing an evaluation form

1 In the **Employees** tab window, click the **Evaluate** button.

2 In the **Employee Evaluator** window, click the **Form Setup** button.

3 From the **Evaluation Form** pop up menu, select the form which contains the question(s) you want to print.




4 Click the **Print** button.

5 In the print window that appears, click **OK** to print the evaluation form.

6 Click **Done** to return to the **Employees** tab window.

### Deleting Evaluation Forms

To delete a form, open the Defaults ƒ folder in you Aatrix Payroll folder. Drag the form you don't want to the Trash.

## Evaluating employee work performance

This section covers all topics related to the evaluation of your employee's work performance. Topics covered are:

- Evaluating employees
- Printing and deleting evaluation results
- Setting up reminders for future evaluations

### Evaluating employees

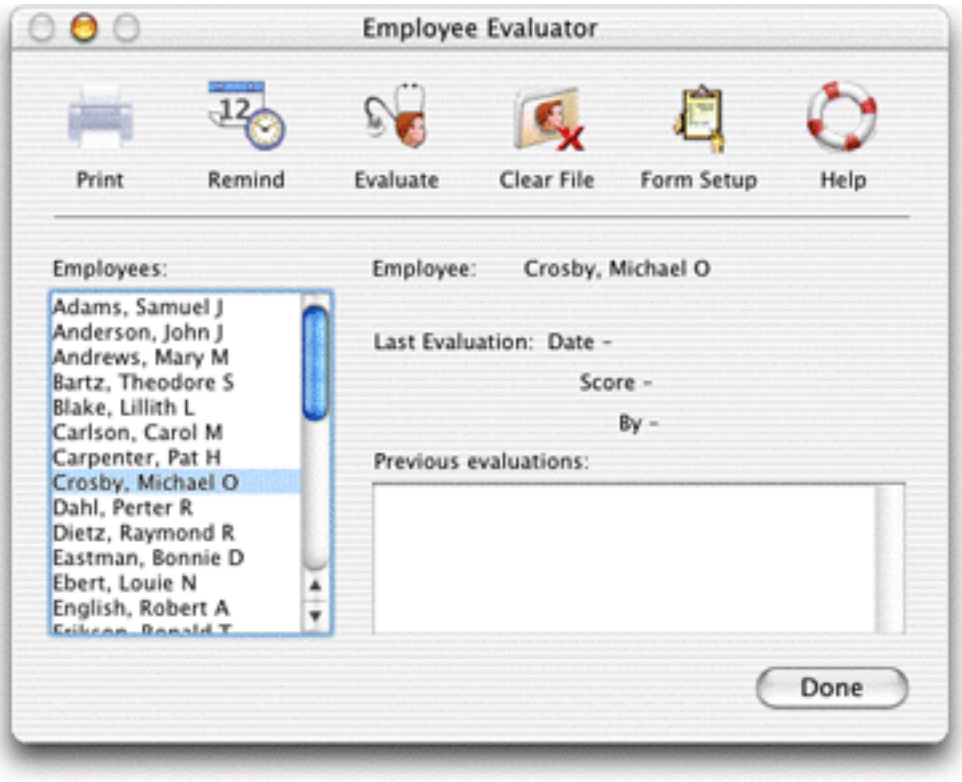
When you have finished setting up an evaluation form, you can use it to evaluate the work performance of your employees. Based upon your responses, the program will provide you with a score for each employee you evaluate.

---

#### Instruction Set 3–29: Evaluating an employee

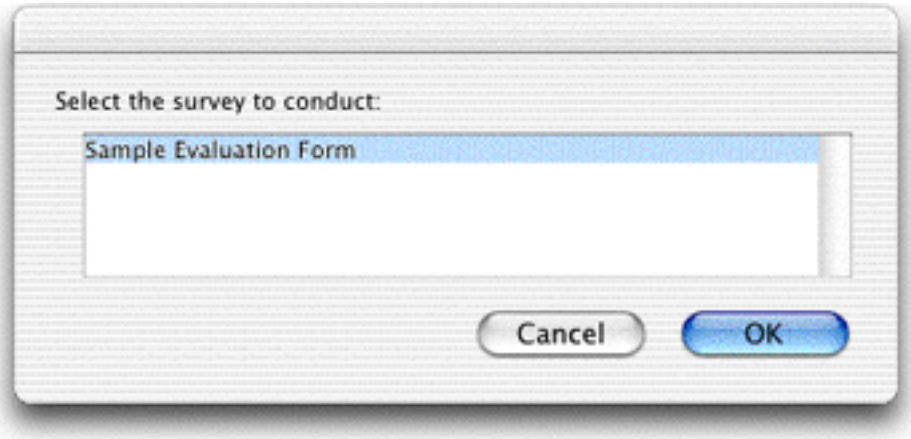
1 In the **Employees** tab window, click the **Evaluate** button.

2 From the **Employee** scrolling list, select the employee you wish to evaluate.



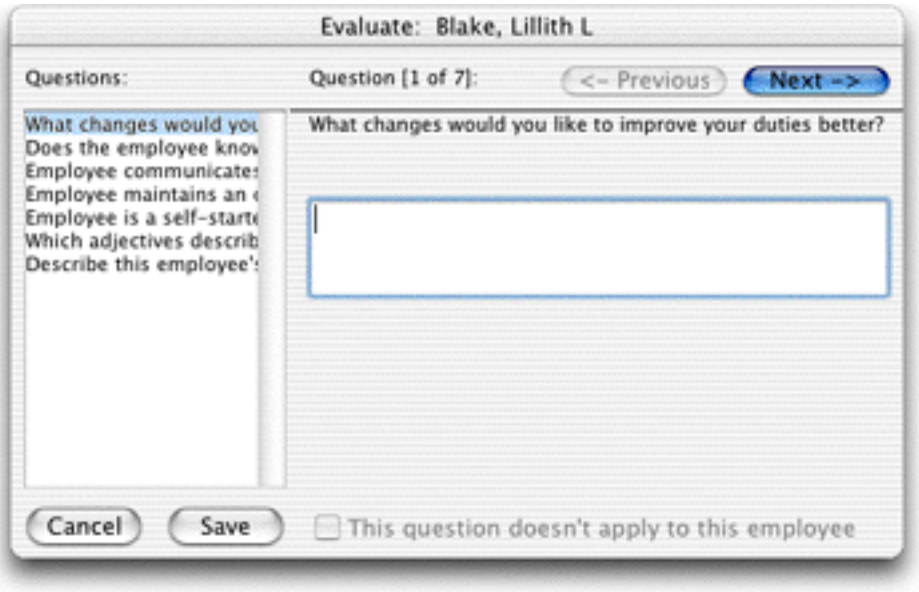

3 Click the **Evaluate** button.

4 Select the evaluation form you wish to use.




5 Click **OK**.

The following window will appear displaying the first question of the selected evaluation form.


Evaluate: Blake, Lillith L
Questions:
Question [1 of 7]:
<- Previous
Next ->
What changes would you like to improve your duties better?
Cancel
Save
This question doesn't apply to this employee

6 Choose the appropriate response for the displayed question.

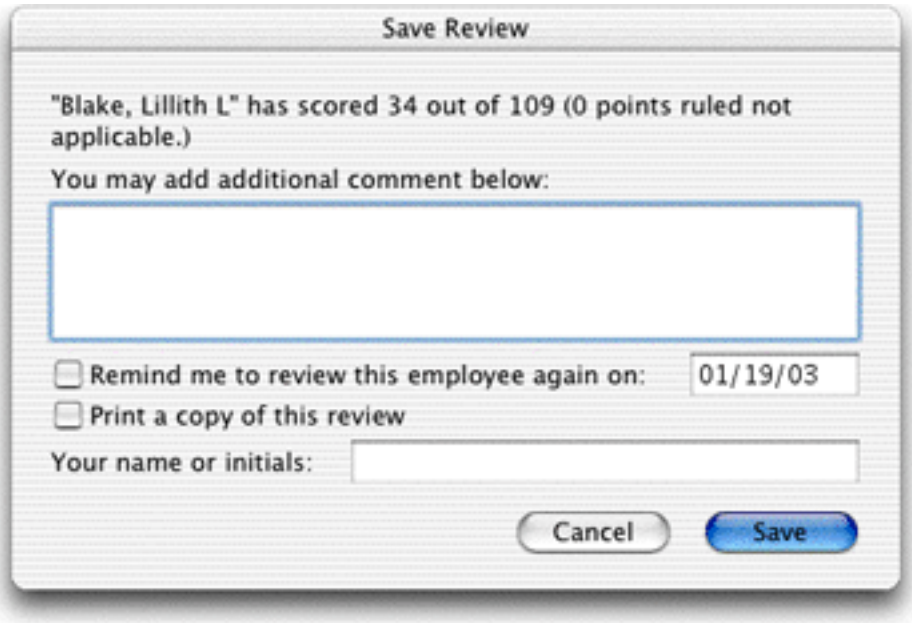
If the displayed question does not apply to this employee, select the **"question doesn't apply"** checkbox at the bottom of the window. The question will not be printed on the employee's evaluation form, nor will it be included in the employee's evaluation score.

7 Click the **Next** button to advance to the next question.

***Note:*** *After responding to a question, you can either click the* ***Next*** *button or the* ***Return*** *key to advance to the next question. To return to the preceding question, click the* ***Previous*** *button. You can also display a question by selecting (highlighting) the desired question in the* ***Questions*** *list.*

8 Repeat the last two steps until all evaluation questions are answered.

9 Click the **Save** button.


Save Review
"Blake, Lillith L" has scored 34 out of 109 (0 points ruled not applicable.)
You may add additional comment below:
Remind me to review this employee again on:
01/19/03
Print a copy of this review
Your name or initials:
Cancel
Save

10 (Optional) Fill in the **Save Review** window with relevant information.

**Comments**
Enter any applicable comments in the text box (up to 255 characters).

**Remind**
Enter the date for the for this employee's next review.

**Print a copy of this review**
Select this box to print out the employee's evaluation.

**Your name or initials**
Enter the name or initials of the person who conducted this evaluation.

11 Click **Save**.

The evaluation will be added to the employee's file.

12 Click **Done** to return to the **Employees** tab window.

### Printing previous evaluations

There may be times in which you need to review previous employee evaluations. A hard copy of these evaluations can be printed out using the Print button.

#### Instruction Set 3–30: Printing a previous evaluation

1 In the **Employees** tab window, click the **Evaluate** button.

2 From the **Employee** scrolling list, select the employee you wish to print a previous evaluation.

3 In the **Previous evaluations** scrolling list, select the date of the evaluation you want to print out.

4 Click the **Print** button.

5 In the print window that appears, click **OK** to print the results of the selected evaluation.

6 Click **Done** to return to the **Employees** tab window.

### Deleting previous evaluations

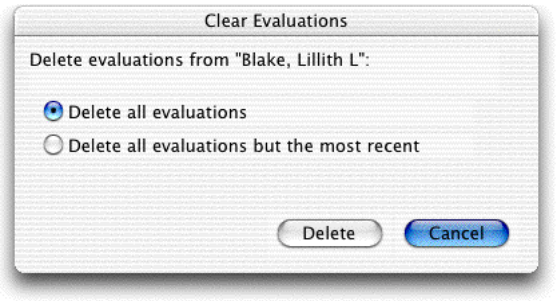
If needed, you can easily delete previous evaluations from an employee’s file.

#### Instruction Set 3–31: Deleting a previous evaluation

1 In the **Employees** tab window, click the **Evaluate** button.

2 From the **Employee** scrolling list, select the employee you wish to delete a previous evaluation.

3 Click the **Clear File** button.




4 Choose either **Delete all evaluations** or **Delete all evaluations but the most recent**.

5 Click **Delete**.

6 Click **Done** to return to the **Employees** tab window.

### Setting up evaluation reminders

Use this feature to set up reminders and due dates for conducting employee evaluations.

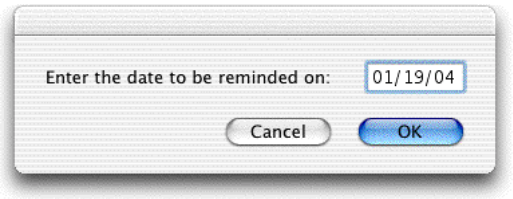
#### Instruction Set 3–32: Setting up an evaluation reminder

1 In the **Employees** tab window, click the **Evaluate** button.

2 From the **Employee** scrolling list, select the employee you wish to set up an evaluation reminder for.

3 Click the **Remind** button

4 In the text box, enter the date you want to be reminded of an employee evaluation.




5 Click **OK**.

On the date that this reminder comes due, the program will remind you to conduct the evaluation when you start your computer as well as when you open your payroll program.

You can set up multiple reminder dates for the same employee (for example, 6/27/02, 7/27/02, and 8/28/02) by simply repeating steps 3-6, and entering a different date each time.

6 Click **Done** to return to the Employees tab window.

CHAPTER 4

# Payroll Items

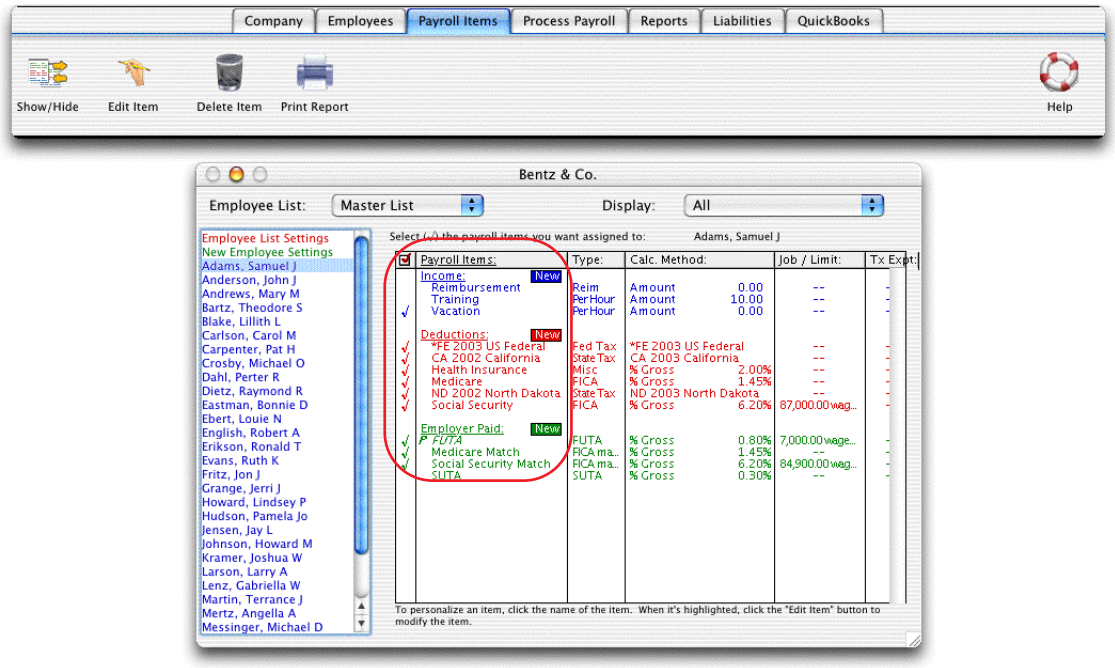
## Chapter overview

The following information is covered in this chapter:

- Creating, assigning, and editing payroll items
- Setting up vacation, sick, and holiday pay
- Creating and assigning jobs to income items

# Payroll Items overview

Clicking the **Payroll Items** tab opens the following window. The Payroll Items list displays the names of the payroll items you created during the installation process. To create additional payroll items or modify existing ones, click the **New** button associated with the type of payroll item you want to create.




For better organization and display purposes, the Payroll Items window separates the payroll items into their specific categories. For example, the name of each deduction is displayed in “red” text and listed in the Deductions portion of the window. Another useful feature of this window is that you can quickly view the detailed set up of your payroll items (e.g., Limit).

You can turn on/off this detail by clicking the **Hide/Show** button. Click the **Print Report** button to print a detailed payroll items report for the employee or Settings option you have selected in the Employee list.

Once a payroll item is created, you can assign it to your employee files. For details, refer to Assigning payroll items to employees on page 4-18.

# Creating payroll items

There are three different types of payroll items you can create; income, deductions and employer paid contributions. Instructions for creating each type of payroll item are detailed in the following sections.

The payroll program uses the payroll items you create to track individual amounts on a paycheck and the year-to-date wage and tax amounts for each employee.

The names of the payroll items are used when printing your reports and employee paychecks. You can set up a payroll item at any time however, we recommend that before processing your first payroll, all the payroll items you need are set up and assigned to the appropriate employees.

## Income

If you have employees that earn more than the standard income which we term Regular Pay (one salary or one hourly rate), then you will need to set up extra income payroll items for these employees.

Extra income may include such things as travel reimbursement, different pay rates for performing different jobs, piecework, commissions, or any additional type of pay including vacation, sick, or holiday.

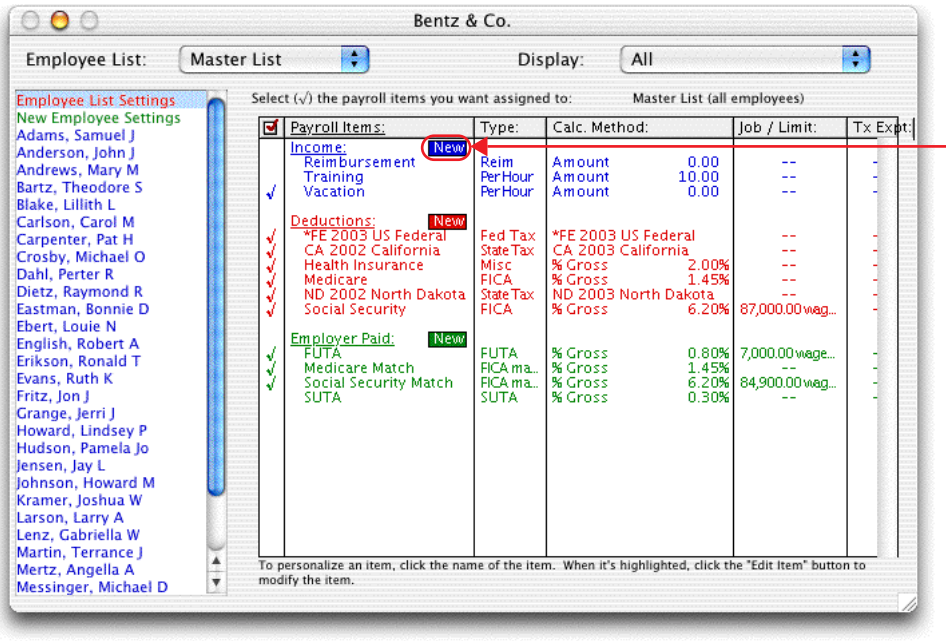
The number of extra income items you can assign to each employee file depends on which Aatrix payroll program you are using. Refer to the following table to determine the maximum number of extra income items each employee can have.

| *Aatrix Program* | *# of Extra Items* |
|---|---|
| Aatrix PayCheck | 0 |
| Aatrix Payroll | 2 |
| Aatrix MacP&L | 2 |
| Ultimate Payroll (Single and Multi-Company) | Unlimited |

The next instruction set will guide you through the process of creating a new income item.

## Instruction Set 4–1: Creating a new income item

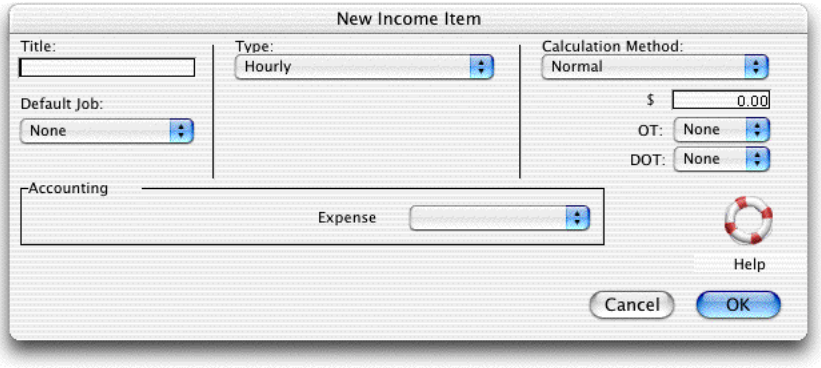
1 In the **Payroll Items** tab window, click the *blue* **New** button.


Bentz & Co.
Employee List: Master List
Display: All
Select (√) the payroll items you want assigned to: Master List (all employees)
Payroll Items: Type: Calc. Method: Job / Limit: Tx Expt:
Income: New
Reimbursement Reim Amount 0.00 --
Training PerHour Amount 10.00 --
Vacation PerHour Amount 0.00 --
Deductions: New
*FE 2003 US Federal Fed Tax *FE 2003 US Federal --
CA 2002 California State Tax CA 2003 California --
Health Insurance Misc % Gross 2.00% --
Medicare FICA % Gross 1.45% --
ND 2002 North Dakota State Tax ND 2003 North Dakota --
Social Security FICA % Gross 6.20% 87,000.00 wag...
Employer Paid: New
FUTA FUTA % Gross 0.80% 7,000.00 wage...
Medicare Match FICA ma... % Gross 1.45% --
Social Security Match FICA ma... % Gross 6.20% 84,900.00 wag...
SUTA SUTA % Gross 0.30% --
To personalize an item, click the name of the item. When it's highlighted, click the "Edit Item" button to modify the item.

Income items are marked with blue text. Click the **BLUE New** button to create a new income item.

***Note:*** *If the option called "Menu link to" in Accounting Preferences is set to anything other than None, and you have not yet imported your chart of accounts into the payroll program, a window will appear asking if you want to import your chart of accounts now. Click* ***No*** *if you don't want to import your chart of accounts now. You can import them later in the Send/Post Payroll window or the next time you create a new payroll item. Clicking* ***Yes*** *will display an Open (OS 9: Getfile) window where you can open your chart of accounts file. Once imported, the account names will display in the Liability pop-up menu. (Note: If needed, refer to the User Guide of your accounting program for information on how to export your chart of accounts.)*

2 In the **Title** text box, enter the name of the income item.




The title can be anything you want. It should be descriptive enough so you can distinguish it from others you set up because it will be used throughout the program (e.g., checkforms, reports).

3 From the **Type** pop-up menu, select the type of income item it is.

**Salary**

This type is used for any flat dollar amount to be paid to the employee. You might not call it salary, but this simply means any flat amount. Enter the flat amount into the **Salary** field.

**Hourly**

Use this type for an income item that is paid on an hourly basis.

**Commission**

Select this type if the income item is to be used for employees who earn their wages according to what or how much they sell. The amount entered represents the commission. This field corresponds to the commission field in the EZ Report Builder.

**Bonus**

The bonus type can be used to enter a bonus amount. This field corresponds to the bonus field in the EZ Report Builder.

Bonus pay can be taxed differently than regular income, so check with your state and federal laws for the current rates. If, after creating a bonus, you need to change its tax rate from the normal tax rate default, refer to Processing bonus checks on page 5-8 .

**Minimum Pay**

This type is for employees who need to be paid a minimum amount each pay period. It can be used for hourly rate employees or commission employees where the amount they make from the normal method of pay does not always equal the minimum amount. The amount you enter in the Amount field is the minimum amount the employee can be paid. If the employee does not make this much from their other sources of income, Minimum Pay will add in the difference. If the other income sources exceed the minimum pay, then this income item is not used.

**Minimum Per Hour**

This type is for those employees who get paid at least the minimum wage on a per hour basis. It is generally used by restaurant businesses. For example, if a waitress earns $2.25 an hour and works 10 hours, and also receives $10 in tips, she would receive $32.50. The program would calculate her hourly wage to be $3.25, which is less than the minimum wage. The Minimum Per Hour feature would “kick in” so the employee would receive the minimum wage on a per hour basis.

**Tips**

This income type allows you to keep tipped wages separate from the other wages for FICA reporting purposes.

**Differential**

Differential is shifting your regular rate pay to a higher rate. The program offers four different differential types. Depending on which type you select determines the options for setting the differential rate.

**Reimbursement**

Use this income type for reimbursement payments (e.g., gas, travel, Medical Spending Account) that are not part of the employee's gross pay (i.e., non-taxable income).

**Job Task**

Select this type if the income item is related to a specific job that you will select from the **Default Job** pop-up menu.

**Per Unit/Other**

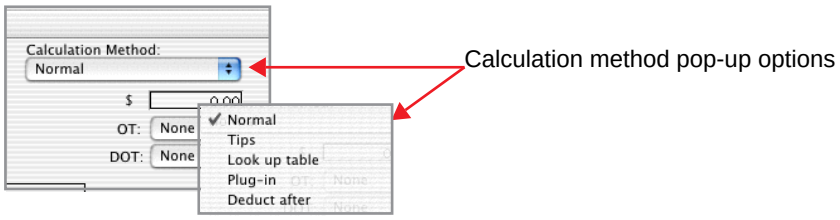
This type is used for any amount that is to be paid on a variable basis where you will enter a number during payroll which will stand for number of pieces, number of feet, the number of something completed.

The number entered during payroll will be multiplied by the fixed amount you enter for this extra income item (which can be personalized for each employee, once assigned). The fixed amount you enter (or after the extra income is on the assigned side) is multiplied by the variable amount entered during payroll. Enter hourly rates (e.g., 4.50), piecework rates, or other rates in this field. This field can be used for all types of hourly rates including overtime or double overtime.

Note: In Employee Preferences, you can name the third “per item” extra income to fit your needs.

**Vacation, Holiday, or Personal Pay**
Select the appropriate type for the income item you are creating. For detailed information, refer to Setting up vacation, holiday, and personal pay on page 4-7.

4 From the **Calculation Method** pop-up menu, select the appropriate option.




**Normal**
Select this option if the income item is an hourly or salary rate and then enter the appropriate amount.

**Tips**
Select this option if you need to enter a straight dollar tip amount.

**Look-Up Table**
Select this option if you want to link this extra income item to a table. When selected, another pop-up menu appears allowing you to select the appropriate table for this income item.

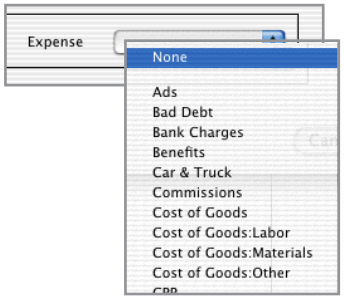
**Deduct after**
This method can be used for an income item that is added into the gross pay for tax purposes, then taken out after the deductions have been figured. The most common use for this method is tips, which are added to the gross for taxes, but not added to the net pay because the employee has already received their tip income.

5 If applicable, from the **Default Job** pop-up menu, select the job you want assigned to this income item. For details, refer to Job costing overview on page 4-21.

*You can create jobs on-the-fly by selecting the **Edit Job List** command in the Default Job pop-up menu. Refer to* Creating jobs on page 4-21.

6 If you’ve already imported your chart of accounts, you can link this income item now, or later in the **Send/Post Payroll** window.

If you prefer to designate the link now, select the account that this income item should be linked to from the **Expense** pop-up menu.




Partial detail of Expense pop-up list

7 Click **OK** when you have finished setting up this income item.

The income item will appear in the **Income** portion of the **Payroll Items** tab window.

8 Assign this income item to those employees it applies to. If needed, see Assigning payroll items to employees on page 4-18.

9 Once the income item has been assigned to all applicable employees, you can personalize it for individual employees, if needed. Refer to Editing payroll items on page 4-19.

### Setting up vacation, holiday, and personal pay

Setting up your payroll program to calculate vacation, holiday and/or personal pay is a two step process. This includes:

1 Setting up income items for your vacation, holiday and/or personal pay and assigning them to all applicable employees.

2 Setting up the calculation method of the vacation, holiday and/or personal pay for each employee.

### Instruction Set 4–2: Setting up vacation pay

*The following example takes you through the process of setting up an income item to handle vacation pay. You can use the same procedure for setting up sick and holiday pay.*

**Step 1 Creating a vacation payroll item**

1 In the **Payroll Items** tab window, click the *blue* **New** button.

2 In the New Income window **Title** field, enter a name for the vacation item.

3 From the **Type** pop-up menu, select **Vacation Pay**.

4 For the **Calculation Method**, select **Normal** from the pop-up menu and then enter the pay rate that applies to most or all employees or leave it at 0.00.

If needed, the pay rates can be personalized later for individual employees.

5 Click **OK**.

The item will appear in the **Income** portion of the **Payroll Items** tab window.

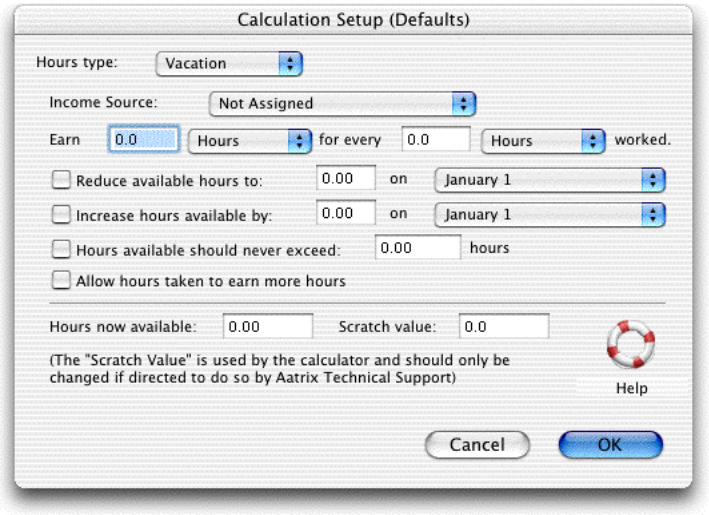
6 Assign this income item to those employees it applies to. If needed, refer to Assigning payroll items to employees on page 4-18.

**Step 2 Setting the vacation time calculations**

1 In the **Employees** tab window, select the **New Employee Settings** option in the Employee List.

2 Click the **Vacation, Sick, Holiday** button.

3 In the **Calculation Setup** (Defaults) dialog, set up the vacation time calculations that apply to all or most of your employees.




**Hours type**
Select the Vacation accrual option.

**Income Source**
Select the income item you created for handling vacation pay.

**Earn x Time**
Enter the number of hours/days/weeks the employee should earn for every number of hours/days/weeks worked.

**Reduce available hours (Optional)**
Click this option if you want to reduce the number of available hours on a particular date. Enter the number of hours in the text box and choose the desired date from the pop-up menu.

**Increase hours available (Optional)**
Click this option if you want to increase the number of available hours on a particular date. Enter the number of hours in the text box and choose the desired date from the pop-up menu.

**Hours available should never exceed (Optional)**
Select this option if you wish to put a cap on the number of hours available to accrue. Enter the desired cap (in hours) in the text box.

**Allow vacation hours taken to earn more hours (Optional)**

If this box is checked, when the employee takes vacation hours, the hours will be used as "worked" hours for the calculation of other hours.

**Hours now available (Optional)**
Enter the number of hours that are currently available for use.

**Scratch value (Optional)**
Scratch hours is a number the program uses internally to track "partial" earnings. For example, if the time accrued is 2 hours for every 2 days worked and the employee has worked 3 days, the extra hour would appear as a scratch hour. It is 'held over' until the employee works another day.

4 Click **OK**.

5 If needed, personalize the vacation time settings for individual employees. To do so: In the Employees tab window, select the employee in the Employee List, then click the Vacation, Sick, Holiday button. The name of the selected employee is displayed in the title bar (e.g., Calculation Setup for "Adams, Samuel J"). Make the changes you want, then click OK.

If you need to include holiday and/or sick pay in your payroll, complete the same steps changing the options as needed.

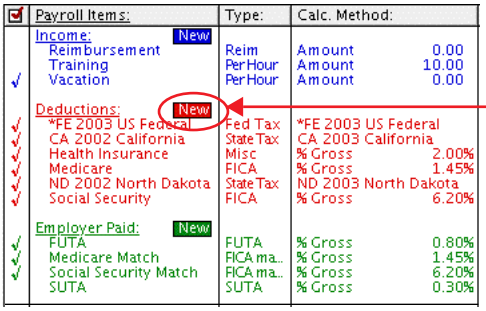
## Deductions

Deductions are anything that must be withheld from an employee's gross pay. They include the basics such as federal and state tax, Social Security, and Medicare as well as retirement funds like a 401K, KEOGH, or IRA. They also include such things as health insurance, union dues and anything else that you as the employer need to withhold from an employee's gross pay. Depending on the type of deduction you are creating, it can be set up so it is deducted before taxes, after taxes, or sheltered from specific payroll items that you designate.

The following instruction set will guide you through the process of creating a new deduction.

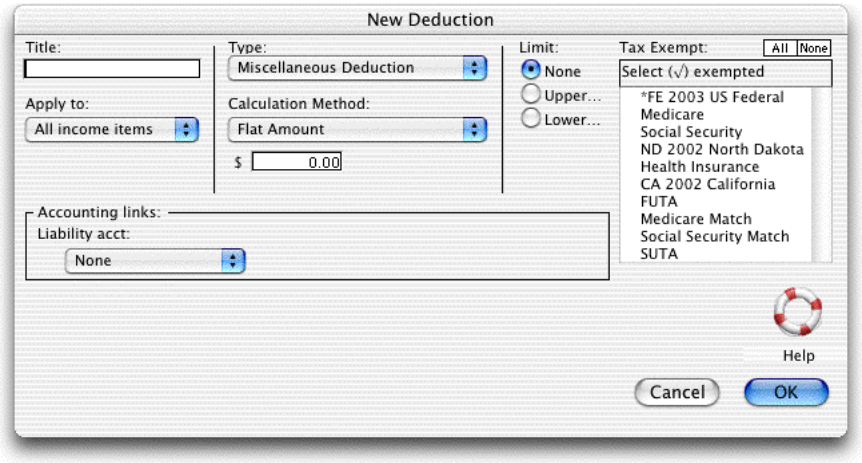
### Instruction Set 4–3: Creating a new deduction

1 In the **Payroll Items** tab window, click the *red* **New** button.




Deductions are marked by red text. Click the **RED New** button to create a new deduction.

***Note:*** *If the option called "Menu link to" in Accounting Preferences is set to anything other than None, and you have not yet imported your chart of accounts into the payroll program, a dialog will appear asking if you want to import your chart of accounts now. Click* ***No*** *if you don't want to import your chart of accounts now. You can import them later in the Send/Post Payroll window or the next time you create a new payroll item. Clicking* ***Yes*** *will spawn a Getfile dialog where you can open your chart of accounts file. Once imported, the account names will display in the Liability pop-up menu. (Note: If needed, refer to the User Guide of your accounting program for information on how to export your chart of accounts.)*




2 In the **Title** text box, enter the name of the deduction.

The title can be anything you want. It should be descriptive enough so you can distinguish it from others you set up because it will be used throughout the program (e.g., checkforms, reports).

3 From the **Type** pop-up menu, select the type of deduction it is.

**Federal**
This type should only be used for the Federal income tax deduction.

**Social Security**
This type should only be used for the Social Security deduction.

**Medicare**
This type should only be used for the Medicare deduction.

**State**
This type should only be used for a State withholding deduction. Select it for each state deduction you set up.

**Local**
This type should only be used for a Local withholding deduction. Select it for each local deduction you set up.

**Miscellaneous**
Select this type for any miscellaneous deduction you create for your employees such as health insurance, dental insurance, union dues, cash deductions, etc.

**Pension**
This type is for a pension plan your company may be contributing to. Generally, Federal, State, and Local deductions are exempt from pensions. Check with your accountant to be sure these defaults are correct.

**Disability**
Select this type for each disability deduction (e.g., SDI) you create.

**Training**
Select this type for each training deduction you create.

**Garnishment**
Select this type for any sort of general garnishment, such as unpaid debt.

**Child Support**
Select this type for each child support deduction you create.

**Flex**
This type is available in Multi-Ultimate Payroll. It is to be used for the Medical and/or Dependent Care Flexible Spending Accounts (FSA) of a Cafeteria Plan.

**Special Groups**
These deductions are the same as Miscellaneous deductions. The program allows three different ways to group your miscellaneous deductions. Each group of deductions can then be sheltered from other deductions, such as tax deductions.

4 From the **Apply to** pop-up menu, select the appropriate option.

**All income items**
Select this option if all your income items apply to this deduction.

**Custom**
If there are specific income items that apply to this deduction, select the Custom option. In the dialog that appears, uncheck the income items that do not apply to this deduction.

5 From the **Calculation Method** pop-up menu, select the appropriate option.

**Flat Amount**
Select this option if the deduction represents a simple dollar amount to be deducted each pay period, then enter the amount to be deducted in the $ text box.

If the amount to be deducted will not be the same for all (or most) your employees, you may want to enter 0.00 here and then customize the deduction for each individual employee.

**% of Gross**
Select this option if the deduction needs to be calculated as the percentage of the gross pay. The number you enter into the % text box will be the percentage of the gross pay that is deducted each pay period.

**% of Federal**
Select this option if the deduction needs to be calculated as the percentage of the Federal income tax. The number you enter into the % text box will be the percentage of the Federal tax that is deducted each pay period.

**% of State**
Select this option if the deduction needs to be calculated as the percentage of the State income tax. The number you enter into the % text box will be the percentage of the State tax that is deducted each pay period.

**Look-Up Table**
Select this option if you want to link this deduction to a tax table. When selected, another pop-up menu appears allowing you to select the appropriate table for this deduction.

**Tax Calculation**

Use this option for Federal, State, and Local deductions. When selected, another pop-up menu appears allowing you to select the appropriate tax table.

**Amount Per Hour**
Select this option if the deduction is based on the number of hours an employee works. The program multiplies the amount you enter in the $ text box by the number of hours worked this the pay period (e.g., for every 1 hour worked, deduct $0.25). If the employee is paid using a salary, you can still enter the number of hours worked and this deduction will apply to those hours.

6 From the **Limit** options, set up the deduction as needed.

Select **None** if the deduction has no upper or lower limits. To set up an upper or lower limit, refer to Setting limits on payroll items on page 4-16.

7 (Optional) From the **Tax Exempt** list, select (√) the payroll items that this deduction is exempt from.

Another option available when creating a deduction is to exempt it from some or all of the other payroll items. This is commonly known as *sheltering* a deduction. When a deduction is sheltered, it is deducted from the gross pay before any of the other payroll items take affect.

8 If you've already imported your chart of accounts, you can link the deduction now, or later in the **Send/Post Payroll** window.

If you prefer to designate the link now, select the appropriate liability account for this deduction from the **Liability** pop-up menu.

9 Click **OK** when you have finished setting up this deduction.

The deduction will appear in the **Deductions** portion of the **Payroll Items** tab window.

10 Assign this deduction to those employees it applies to. If needed, refer to Assigning payroll items to employees on page 4-18.

11 Once the deduction has been assigned to all applicable employees, you can personalize it for individual employees, if needed. Refer to Editing payroll items on page 4-19.

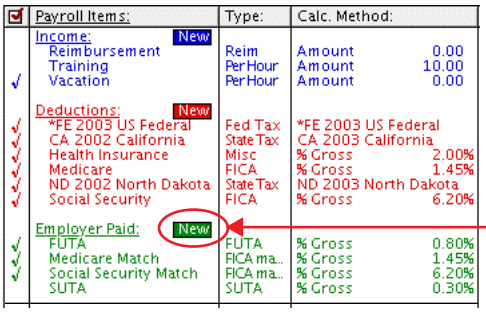
## Employer paid

Employer paid items are contributions to the employee's compensation and do not affect employee paychecks. The most important ones are Social Security and Medicare Match and Federal and State Unemployment that must be tracked and reported. Examples of other employer paids are retirement and health insurance contributions.

The following instruction set will guide you through the process of creating a new employer paid item.

### Instruction Set 4–4: Creating a new employer paid item

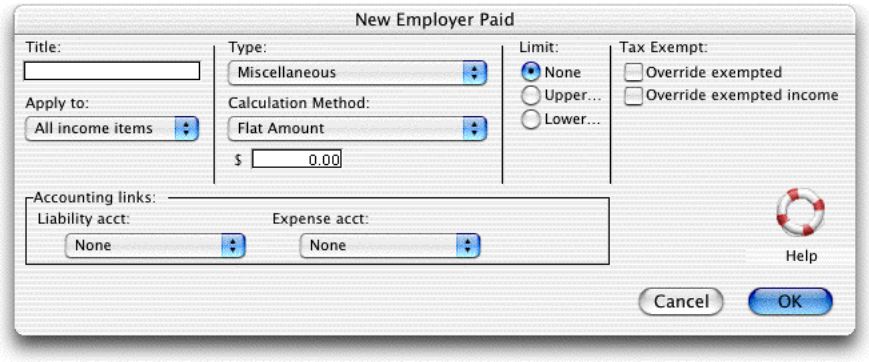
1 In the **Payroll Items** tab window, click the *green* **New** button.




Employer Paid items are marked by green text. Click the **GREEN New** button to create a new employer paid item.

***Note:*** *If the option called "Menu link to" in Accounting Preferences is set to anything other than None, and you have not yet imported your chart of accounts into the payroll program, a dialog will appear asking if you want to import your chart of accounts now. Click* ***No*** *if you don't want to import your chart of accounts now. You can import them later in the Send/Post Payroll window or the next time you create a new payroll item. Clicking* ***Yes*** *will generate an Open (OS 9: Getfile) window where you can open your chart of accounts file. Once imported, the account names will display in the Liability pop-up menu. (Note: If needed, refer to the User Guide of your accounting program for information on how to export your chart of accounts.)*

2 In the **Title** text box, enter the name of the employer paid.




The title can be anything you want. It should be descriptive enough so you can distinguish it from others you set up because it will be used throughout the program (e.g., reports).

3 From the **Type** pop-up menu, select the type of employer paid item it is.

**Federal Unemployment**
This type is only for the Federal Unemployment contribution.

**Social Security**
This type is only for the Social Security matching contribution.

**Medicare**
This type is only for the Medicare matching contribution.

**State Unemployment**
This type should only be used for a State Unemployment contribution.

**Disability**
Use this type when creating a disability contribution, such as SDI.

**Training**
Select this type for any sort of training contribution you create.

**Pension**
This type is for a pension plan your company may be contributing to. Generally, Federal, State, and Local deductions are exempt from pensions. Check with your accountant to be sure these defaults are correct.

**Miscellaneous**
Select this type for any miscellaneous employer paid item you create, such as an employer retirement contribution, life insurance contribution, etc.

**Flex**
This type is available in Multi-Ultimate Payroll. It is to be used for the Medical and/or Dependent Care Flexible Spending Accounts (FSA) of a Cafeteria Plan.

**Special Groups**
Grouping is a convenient way of tracking similar types of payroll items. For example, if you are contributing state unemployment taxes to three different states, you could assign the three state unemployment items to the State Unemployment type, and then generate a Freeform report that computes a single unemployment total instead of three separate totals.

***Note:*** *Contributions can also be grouped on checkforms.*

4 From the **Apply to** pop-up menu, select the appropriate option.

**All income items**
Select this option if all your income items apply to this employer paid item.

**Custom**
If there are specific income items that apply to this employer paid item, select the Custom option. In the window that appears, uncheck the income items that do not apply to this employer paid item.

5 From the **Calculation Method** pop-up menu, select the appropriate option.

**Flat Amount**
Select this option if the employer paid item represents a simple dollar amount to be tracked each pay period, then enter the appropriate amount in the $ text box.

**% of Gross**
Select this option if the employer paid item needs to be calculated as the percentage of the gross pay. The number you enter into the % text box will be the percentage of the gross pay that is tracked each pay period.

**% of Federal**
Select this option if the employer paid item needs to be calculated as the percentage of the Federal income tax. The number you enter into the % text box will be the percentage of the Federal tax that is tracked each pay period.

**% of State**
Select this option if the employer paid item needs to be calculated as the percentage of the State income tax. The number you enter into the % text box will be the percentage of the State tax that is tracked each pay period.

**Amount Per Hour**
Select this option if the employer paid item is based on the number of hours an employee works. The program multiplies the amount you enter in the $ text box by the number of hours worked this the pay period (e.g., for every 1 hour worked, contribute $0.25). If the employee is paid using a salary, you can still enter the number of hours worked and this item will apply to those hours.

6 From the **Limit** options, set up the employer paid item as needed.

Select **None** if the item has no upper or lower limits. To set up an upper or lower limit, refer to Setting limits on payroll items on page 4-16.

7 If applicable, from the **Tax Exempt** options, override this item from your exempted deductions and/or exempted income.

8 If you have already imported your chart of accounts, you can link this employer paid item now, or later in the **Send/Post Payroll** window.

If you prefer to designate the links now, select the accounts that this employer paid item should be linked to from the **Liability** and **Expense** pop-up menus.

9 Click **OK** when you have finished setting up this employer paid item.

The item will appear in the **Employer Paid** portion of the **Payroll Items** tab window.

10 Assign the employer paid item to those employees it applies to. If needed, refer to Assigning payroll items to employees on page 4-18.

11 Once the employer paid item has been assigned to all applicable employees, you can personalize it for individual employees, if needed. Refer to Editing payroll items on page 4-19.

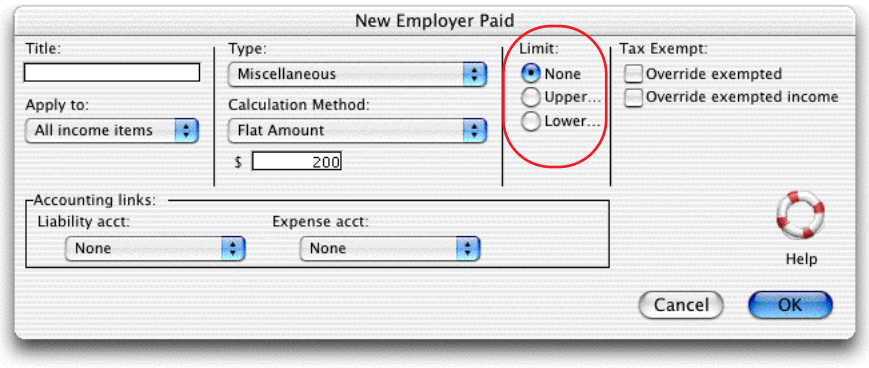
## Setting limits on payroll items

Many government payroll items such as Social Security, Federal and State Unemployment, and disability have limits that are based on wages. You may also have other payroll items (e.g., pension) that need to be set up with a limit.

***Note:*** *The following instruction set applies to both deductions and employer paid items.*

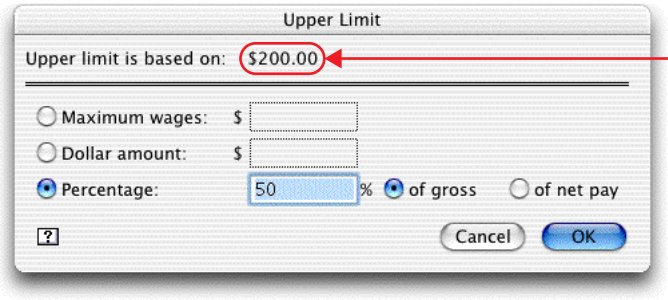
### Instruction Set 4–5: Setting the limit on a payroll item

1 Depending on which type of limit you are setting up (or editing), click the **Upper** or **Lower** radio button.




### *Upper Limit*

Click the **Upper** radio button if the payroll item requires an upper limit. For example, contribute $200 up to 50% of gross pay for this period.




Note the value at the top of the Upper Limit window. It is the value (amount or percent) entered in the New "payroll item" window. Select whether the upper limit for this payroll item is based on maximum wages, a dollar amount, or a percentage.

**Maximum wages**

If the payroll item requires an upper limit that is based on the amount of gross wages for the year, select this option and then enter the actual wage in the maximum wages text box. When the value is reached in the pay history records, the program stops calculating for this payroll item.

**Dollar amount**

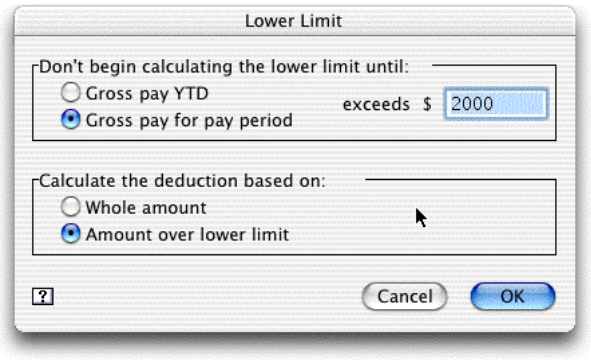
If the upper limit is a dollar amount, select this option and enter the appropriate amount in the text box. Then select whether the amount applies to the whole year (e.g., $2,600 per year), or to the pay period (e.g., $26.00 per pay period).

**Percentage**

If the upper limit is a percentage, select this option and enter the appropriate value in the text box. Then select whether the value is a percentage of the gross pay for the pay period or a percentage of the net pay for the pay period.

### *Lower Limit*

A payroll item can be set up with a lower limit that must be reached before it begins. For example, with a lower limit set at $2000.00, the employee must make $2000.00 before the deduction kicks in. When you click the **Lower** radio button, the following window appears.




Designate the conditions for when the payroll item begins calculating and what the calculations are based on.

**Don t calculate until**

If you select **Gross pay YTD**, the program will not begin deducting/contributing until the employee's year to date gross pay equals the amount you enter.

If you select **Gross pay for pay period**, the program will not begin deducting/contributing until the employee's gross pay for this period equals the amount you enter.

**Calculate based on**

Choose whether the payroll item is based on the entire gross pay (whole amount), or only on the amount of the gross pay that exceeds the lower limit.

2 Click **OK** to save your settings and return to the previous window.

# Managing payroll items

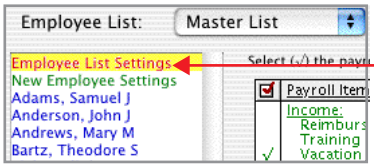
Making sure that your payroll items are set up correctly and assigned to the appropriate employees is essential to processing accurate paychecks.

## Assigning payroll items to employees

Once a payroll item is created, you can assign it to those employees it applies to.

### Instruction Set 4–6: Assigning a payroll item to employees

1 Determine which employee(s) you want to assign the payroll item to, then make the appropriate selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).




Use the Employee List Settings option to globally assign/edit the payroll items for the employees on the selected Employee List.

**Employee List Settings**
If you want to assign a payroll item to all the employees on an Employee List, choose the list you want from the Employee List pop-up menu, then select the **Employee List Settings** option.

**New Employee Settings**
If you want to assign a payroll item to new employees, select the **New Employee Settings** option. (Note: You can think of the New Employee Settings option as the default set up for any new employee you enter into the program. When you enter a new employee, the program automatically sets up the employee with the payroll items you have selected for the New Employee Settings option.)

**Individual employees**
If you want to assign a payroll item to an individual employee, select the name of the employee in the Employee list.

2 Assign the payroll item by clicking in the Selection column located to the left of the payroll item.

A check mark (√) will appear next to the name of the item to indicate that it is assigned.

If you selected the **Employee List Settings** option in Step 1, a window will appear asking if you want to assign the payroll item to the selected Employee List and to the New Employee Settings file. Clicking **Yes** will assign the item to all the employees on the selected Employee List and the New Employee Settings file.

### Unassigning payroll items

There may be times when you need to unassign a payroll item from an employee. For example, an employee may no longer want dental insurance deducted from their paycheck.

#### Instruction Set 4–7: Unassigning a payroll item

1 Determine which employee(s) you want to unassign the payroll item, then make the appropriate selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

2 Unassign the payroll item by clicking in the Selection column located to the left of the payroll item.

If you selected the **Employee List Settings** option in Step 1, a window will appear asking if you want to remove the payroll item from the selected Employee List and the New Employee Settings file. Clicking Yes will unassign the item for all the employees on the selected Employee List and the New Employee Settings file.

3 The check mark (√) will be removed from the item.

## Editing payroll items

There will be times when you need to edit your payroll items. You can have this change affect all of the employees or just a particular employee. An example might be that the upper limit on one of the payroll deductions has changed for all of the employees; or perhaps you need to personalize a payroll item for individual employees (an example might be United Way contributions).

#### Instruction Set 4–8: Editing a payroll item

1 Determine which employee(s) you need to edit the payroll item for, then make the appropriate selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

**Personalizing an employee**
If you select an individual employee, your changes will affect this employee only.

**Employee List Settings**
If you select the Employee List Settings option, your changes will affect only those employees the deduction is assigned to on the selected Employee List.

**New Employee Settings**
If you select the New Employee Settings option, your changes will affect only the new employees you enter into the system.

2 Select the payroll item. Click the **Edit Item** button.

3 In the Edit Item window that appears, make the changes you want.

***Note:*** *The Title or Type of a payroll item can only be changed using the Employee List Settings option. It does not matter which Employee List is open because the program will update the item in all lists.*

4 Click **OK**.

If you selected the **Employee List Settings** option in Step 1, a window will appear in which you can select the Employee List you want to update and optionally the New Employee Settings file.

5 The program returns you to the Payroll Items window. What the program does to the payroll item depends on your selection in Step 1.

**Personalizing an employee**
The program updates the payroll item in the employee file, and places a "*P*" next to the name of the item to indicate that it has been personalized for this employee.

**Employee List Settings**
The program updates the payroll item for all the employees the item is assigned to on the selected Employee List.

**New Employee Settings**
The program updates the payroll item in the New Employee Settings default file. If you change the payroll item to a different set up than the Employee List Settings, the program places a "*P*" next to the name of the item to indicate that it has been personalized for new employees.

## Deleting payroll items

You can delete a payroll item from the Payroll Items tab window if it is not currently assigned to any employees and it is not part of a paycheck in Pay History.

### Instruction Set 4–9: Deleting a payroll item

1 In the **Payroll Items** tab window, select the payroll item you want to delete.

2 Click the **Delete Item** button.

3 In the confirmation window, choose **Yes** to delete the item, **No** to return to the Payroll Items tab window.

***Note:*** *If the selected payroll item is currently assigned to an employee, you will be warned that you need to delete the payroll item from the employee file. Additionally, if the item is part of the pay history records you will receive a warning message that the payroll item must be removed from the pay history records before it can be deleted from the Payroll Items tab window.*

## Printing payroll items reports

Clicking the **Print Report** button allows you to view/print a report that lists the payroll items that are assigned your selection in the Employee List (i.e., Employee List Settings, New Employee Settings, or an individual employee).

For example, if you select an employee in the Employee List, then click the **Print Report** button, the program will open the report in Preview mode. The report will display all the items that are assigned to this employee along with their settings. To print the report, select **Preview > Print All.**

# Job costing overview

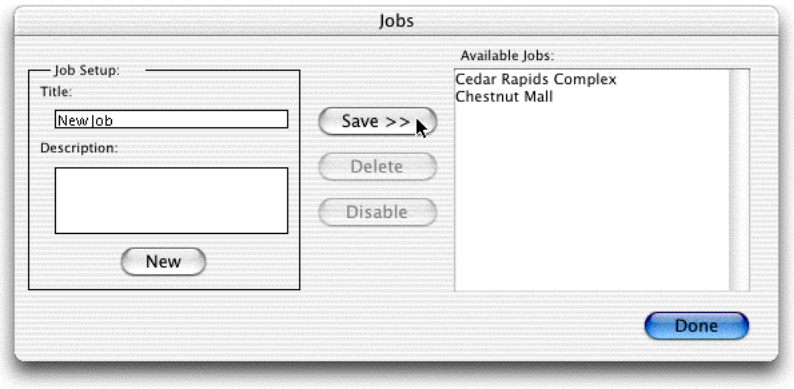
The job costing feature allows you process payroll with multiple jobs per employee. Each employee can have an unlimited number of jobs assigned to them with regular, overtime, double-overtime, and even vacation hours assigned to each job.

## Creating jobs

Before you can assign a job to an income item, you must first create the job. There is no limit on the number of jobs you create. Also, a breakdown of your job information can be obtained from the Job Costing reports.

### Instruction Set 4–10: Creating a job

1 Select **Utilities** > **Jobs**.




2 Enter the information for the job.

**Title**
Enter a descriptive name for the job (50 characters or less).

**Description**
Enter a description of the job (200 characters or less).

3 Click **Save**.

The title of the job is displayed in the Available Jobs list.

4 If you want to enter another job, click **New** and repeat Steps 2 and 3.

5 Click **Done** when you have finished entering your jobs.

You can now assign each job to an income item (see next section).

## Assigning jobs to income items

Once you've entered the names of your jobs, you can assign each job to the income item it applies to.

### Instruction Set 4–11: Assigning a job to an income item

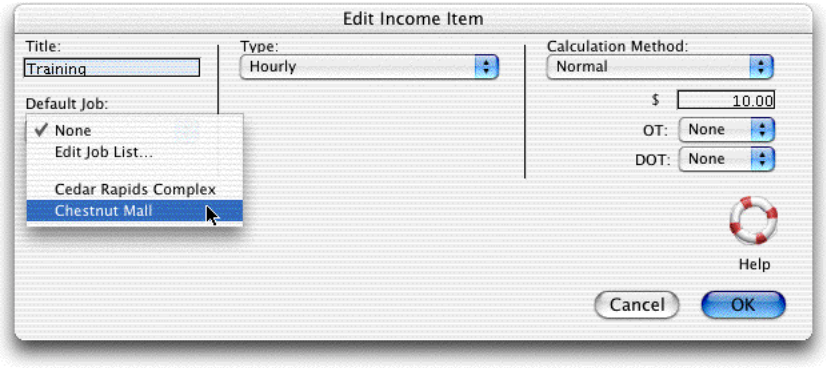
1 In the Payroll Items tab window, select the income item to which you want to assign a job.

2 Click the **Edit Item** button.

Make sure the income item is set up as needed. If the item has not yet been created, click the Green **New** button and create it. See Creating payroll items on page 4-3.

Select the item to which you want to assign a job. Then click the **Edit** button on the toolbar.

3 From the **Default Job** pop-up menu, select the job you want assigned to the income item.

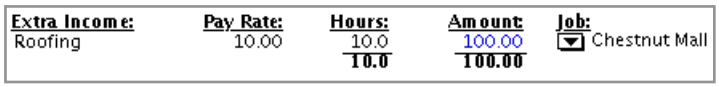



*You can create jobs on-the-fly by selecting the **Edit Job List** command in the Default Job pop-up menu.*

4 Click **OK**.

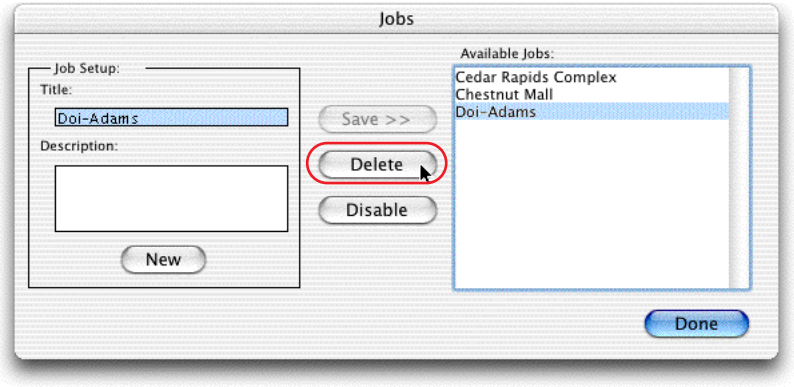
5 If you have not yet assigned this income item to those employees it applies to, do so now.

This income item is now ready to be used to track payroll job costing information. When you process payroll, the name of the job appears to the right of the income item.



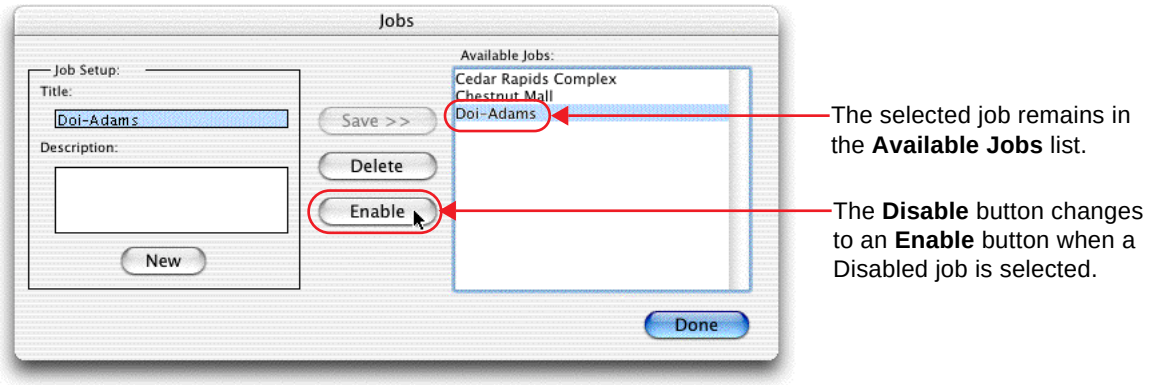

## Deleting jobs

To delete a job, select the job in the Available Jobs list, then click the **Delete** button.




## Disabling/Enabling jobs

To disable a job, select the job in the Available Jobs list, then click the **Disable** button. The job will remain in the Available Jobs list.




Disabling a job grays out the name of the job in the **Default Job** pop-up menu in the New and Edit Income Item windows.

To enable a job that has been disabled, select the disabled job in the Available Jobs list, then click the **Enable** button. The **Enable** button becomes active only if a **Disable** job is selected. Refer to illustration above.

# Notes

CHAPTER 5

# Processing Payroll

## Chapter overview

The following information is covered in this chapter:

- Processing employee paychecks
- Using the Check Queue to:

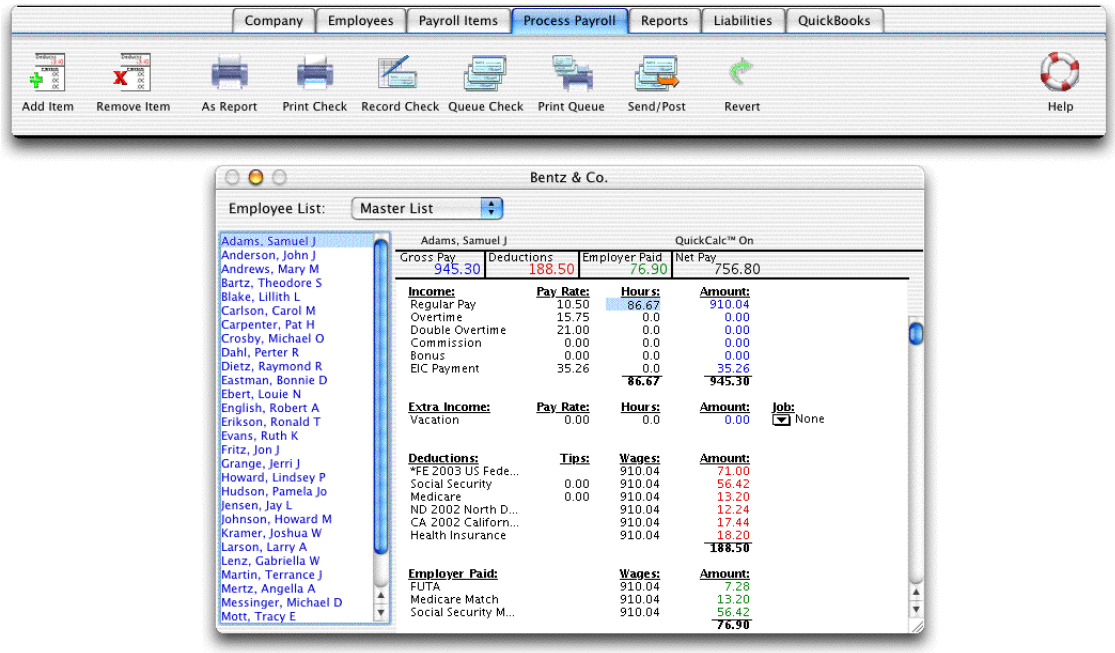
  - View paychecks

  - Print paychecks

  - Record paychecks

# Processing payroll overview

After your employees are set up, you are ready to process an actual payroll. To do so, open the **Process Payroll** tab window.




The Process Payroll tab window displays the **Employee Paysheet**. When you select an employee, the paysheet itemizes the income, deductions, and employer contributions that you assigned to the selected employee. The program totals the amounts and displays them at the top of the paysheet.

If needed, you can enter or change many of the values in an Employee Paysheet without permanently changing the settings in the employee's file. Refer to Editing Employee Paysheets on page 5-5.

Once the employee's paysheet is correct, you can either print the paycheck, record it into Pay History without printing, or send it to the Check Queue where you can print it later with all the paychecks. We recommend that you print/record your paychecks from the Check Queue. For details on using the check Queue feature, refer to Check Queue overview on page 5-11.

## Before processing payroll

Please read the following information before processing your first payroll. Some of the issues are purely informational while others require you to perform some action.

- Before processing your first payroll, print out an **Employee Data Summary** report using your Master List. Use this report to verify the correctness of your employee settings for such things as deductions, pay rate, limit amounts, and filing status. You can avoid a lot of frustration by making sure your employees are set up correctly at the start.
- Paychecks are stored in Pay History with the date printed on the check. If you want your payroll data stored with the pay period ending date, select **Edit** > **Preferences**, then click the **Employee Options** button. In the Employee Options window, select the **Pay period ending date** option.

- Reports are generated based on the date on which the payroll is recorded. For example, if you want the payroll data reported in the 1st quarter, make sure you record it using a date within the 1st quarter.
- If you intend to print your paychecks, you must have a checkform template that matches the checks you will be using. For more information, refer to Sample checkform templates on page 9-2.
- If you want to import the employee's hours from a file (e.g., text file), refer to Importing employee hours on page 5-9.
- If you are using Time Card, you will want to review the instructions for importing employee hours. See Importing Time Card hours into payroll on page 10-8.

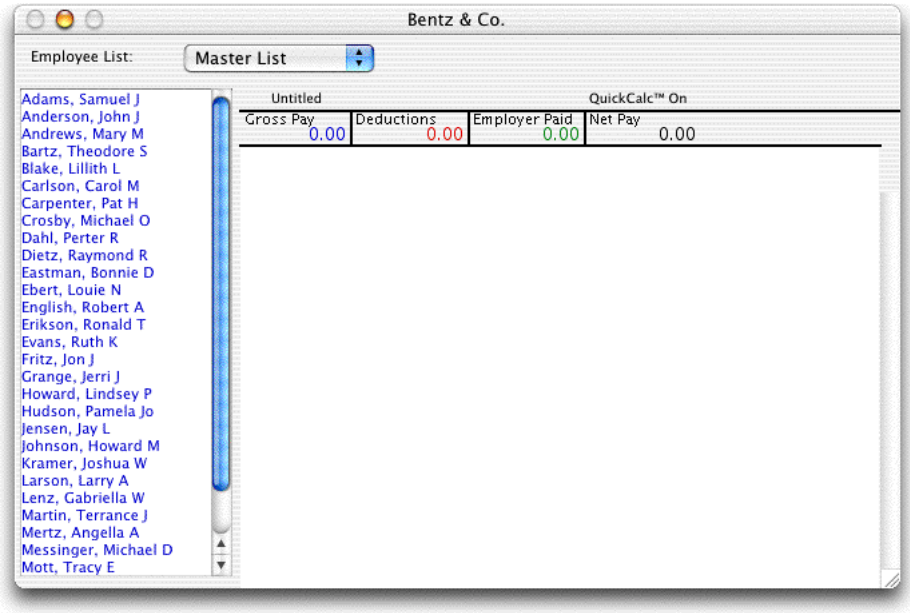
## Processing employee paychecks

It is in the Process Payroll tab window that you will process your employee paychecks. Because the program automatically calculates the payroll items for you, processing payroll takes very little effort.

### Instruction Set 5–1: Processing employee paychecks

1 Before processing your first payroll, make sure you have read the previous section called *Before processing payroll*.

2 Open the **Process Payroll** tab window.




3 From the **Employee List** pop-up menu, select the employee list you want to use to process payroll.

We recommend that you use the **Master List** for processing payroll. You can, however, use different lists for processing payroll (e.g., Part Time and Full Time). Just be careful that an employee is not assigned to more than one employee list.

4 Select the first employee in the list.

***Are you rewriting an earlier check?***

If you select an employee on the same day that a paycheck has already been recorded, a window will appear asking if you are rewriting an earlier check. Click Yes if you want to replace the existing check with a new one.

5 What you do next depends on whether you are importing a file that contains your employee hours or not.

- If you are NOT importing employee hours, continue to the next step.
- If you are importing employee hours, select **File** > **Import Hours**, then proceed to step 6. For details, refer to Importing employee hours on page 5-9 or Importing Time Card hours into payroll on page 10-8.

6 Enter all relevant information (e.g., hours, rates) in the selected employee's paysheet.

**Salaried employees**
Typically you will not need to enter any payroll information for salaried employees because their payroll data is the same each pay period. However, if necessary you can change the **Pay Rate** and **Hours** fields as needed.
The **Amount** field for salaried employees will be the same as the amount in the Pay Rate field and will not be affected by entering different hours. This is the nature of salaried employees whose paycheck is the same every pay period and is not based upon hours worked.

**Hourly Rate employees**
Enter the number of hours worked for **Regular Pay**, **Overtime**, and **Double Overtime** fields. The number of hours displayed for Regular Pay-Hours corresponds to the pay period you selected for this employee (e.g., semi-monthly equals 86.67 hours). The Overtime and Double Overtime rates are calculated using the rates the employee was set up with. For information on displaying different hours, refer to Employee preferences on page 2-15.

**Commission and Bonus**
Commission and bonus amounts are generally simple dollar amounts. A bonus may have a special tax rate applied to it. If so, refer to Processing bonus checks on page 5-8.

**Jobs** *(Not in Aatrix PayCheck)*
If you are using the Jobs feature, select the appropriate job for each extra income item from the pop-up menus located to the right of the item. This feature allows you to track your jobs for reporting purposes. For more information, refer to Creating jobs on page 4-21.

7 If you are using Aatrix PayCheck, enter the number of vacation hours either earned or taken in the **Hours Accumulator** fields.

If you have the Vacation Accumulator (Aatrix PayCheck) option selected in Employee Preferences, fields for the Hours Accumulator are displayed at the bottom of each employee paycheck.

The first time you process payroll with the Hours Accumulator, enter the number of vacation hours the selected employee currently has available in the Earned field. Press the tab key and the hours will be added to the Available field.

Later, when the employee earns or uses vacation hours, simply enter the hours in the appropriate field.

You can track and print the vacation hours information on the employee paychecks if the appropriate fields are placed on the checkform template.

8 When the employee paysheet is correctly filled out, select from the following three options.

**Queue Check**
Selecting this option adds the employee's paycheck to the Check Queue. This is the recommended method for printing/recording your payroll because it allows you to print all your employee paychecks at the same time.

When you are ready to print your queued paychecks, refer to Printing paychecks from the Check Queue on page 5-12.

**Print Check**
Selecting this option allows you to print a paycheck for selected employee now. For more information, refer to Printing checks from the Process Payroll window on page 5-6.

**Record Check**
Selecting this option will record the paycheck information of the selected employee directly into Pay History without printing it. For more information, refer to Recording checks from the Payroll Process window on page 5-7.

9 After queuing, printing, or recording the paycheck, the program automatically brings up the paysheet for the next employee on the list. Continue processing your employee paychecks.

**Skipping employees:**

If you do not need to pay a particular employee, you can skip over the employee by pressing (**Command +**). The program will display the next employee in the list without doing anything to the employee you skipped. The skipped employee will remain on the list for subsequent payrolls. Terminated employees are automatically skipped over.

**Paycheck already exists:**

If you try to print or record a paycheck with a pay period date that already exists in Pay History, a window will appear giving you the option of replacing the paycheck that is already in Pay History, leaving the paycheck in Pay History and recording the new one, or not to do anything with either paycheck.

## Editing Employee Paysheets

You can change a value in the Employee Paysheet by clicking the mouse pointer directly on the field you wish to change. Once the field is selected, you can type in the new value. Any changes you make in the paysheet (e.g., change a pay rate) will not alter the settings that were established when you set up the employee.

***Note:*** *You can edit the components of each section (Income, Deductions, Employer Paid) but not the section totals.*

*Be careful to change all fields as necessary because changing one field does NOT automatically affect the other fields. For example, changing Federal wages does not change the Federal Tax amount.*

*You MUST hit the tab or return key to enter a change, however you do not have to wait for a change to calculate before entering the next value.*

**QuickCalc™**

If **QuickCalc™** is on, the word QuickCalc™ is displayed at the top of the paysheet. The program automatically calculates the employee's deductions and contributions if you change an Income value. **QuickCalc™** is a real-time check calculating process used by the program and can be turned on or off in the **Program Preferences** window.

**Calculate**

If **QuickCalc™** is not selected in **Program Preferences**, a **Calculate** button is displayed at the top of the paysheet. When you are in **Calculate** mode and change an Income value, the program does not update the deductions or contributions until you click the **Calculate** button or print the paycheck.

If you change the value of a deduction or employer paid without clicking the **Calculate** button, a window will appear asking whether you want to calculate or use the changed amounts.

**Revert to Original**

After making changes to the hours or amounts in the paysheet, you can always reset the paysheet back to its original amounts by clicking **Revert to Original**.

**Add or Remove Pay Item "on-the-fly"**

When needed, you can easily add or remove payroll items from an employee's paysheet. Instructions for the **Add Pay Item** and **Remove Pay Item** commands are detailed in Adding pay items to paychecks on page 3-16.

## Printing checks from the Process Payroll window

Depending on what you need to do, there may be times in which printing a single check from the Process Payroll tab window is simply more convenient.

### Instruction Set 5–2: Printing a check from the Process Payroll window

1. In the **Process Payroll** tab window, make sure the paysheet of the employee whose paycheck you processing is correct.
2. Click the **Print Check** button.
3. In the **Print Check Options** window that appears, set up the options as needed, then click **OK**.
4. Insert your checkform sheet in the printer. If necessary, refer to Aligning checks in the printer on page 5-17.
5. In the Print window that appears, click **Print**.

6 After the paycheck has printed, look to see if it printed correctly.

7 Another **Print Checks Options** window will appear asking what you want to do next.

**Record**
If the paycheck printed correctly, click the **Record** button to record the paycheck into Pay History and the selected check register.

**Reprint**
If you need to reprint the check, enter the appropriate check number, then click the **Reprint** button.

**Exit**
Click **Exit** if you do not want to record or reprint the check.

8 After making your selection you are returned to the **Process Payroll tab window**.

## Recording checks from the Payroll Process window

There may be times when you want to record a single paycheck into Pay History without printing the paycheck (e.g., the paycheck was handwritten).

### Instruction Set 5–3: Recording a check from the Process Payroll window

1 In the **Process Payroll** tab window, make sure the paysheet of the employee whose paycheck you processing is correct.

2 Click the **Record Check** button.

3 In the **Record Check Options** window that appears, set up the options as needed.

***Note:*** *Enter the date that was written on the check and the date that represents the pay period for this payroll. If the date you enter is at least a week earlier than today's date, the program assumes you are entering prior pay history data and will display the* ***Record Check Options*** *window each time you click* ***Record Check****.*

4 Click **OK**.

The program will record the paycheck into Pay History and the selected check register.

5 After recording the check, you are returned to the **Process Payroll** tab window.

## Quitting the payroll process

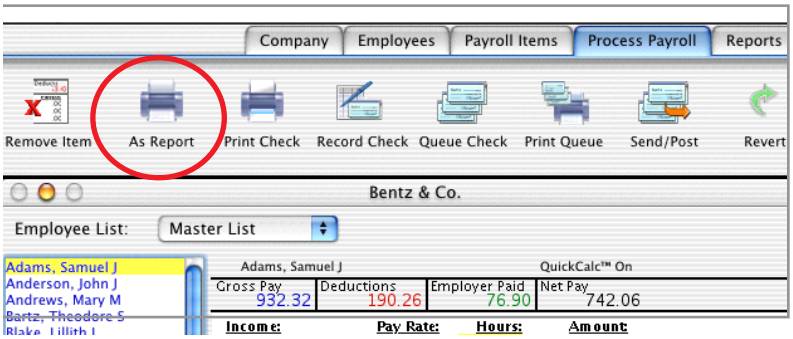
You can quit processing payroll at any time and finish later. To end the payroll process, either exit out of the **Process Payroll** tab window or quit the payroll program all together. Any checks that have been recorded or added to the **Check Queue** will remain there. When you return to finish processing your payroll, continue where you left off by selecting the next employee from the Employee List.

## Other tasks

Besides using the Process Payroll tab window to process your payroll, there are other features it provides such as the Print as Report feature. This section details these other features.

### Printing an Employee Paysheet

Click the **As Report** button to print an employee's paycheck information exactly as it appears in the Employee Paysheet.



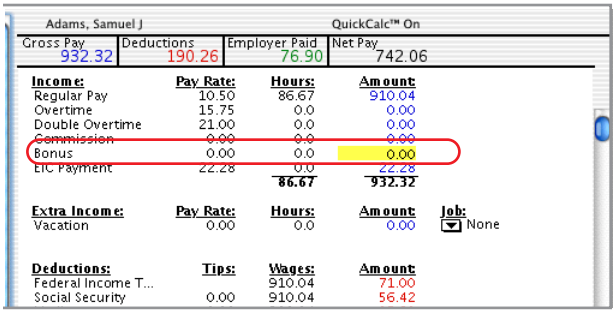

### Processing bonus checks

The payroll program provides different methods for calculating bonuses into the paychecks. The following instruction set covers three possible scenarios.

#### Instruction Set 5–4: Processing a bonus check

**Bonus included in regular paycheck:**

If you want to include a bonus in the regular paycheck, enter the amount of the bonus in the **Bonus** field on the employee's paysheet.

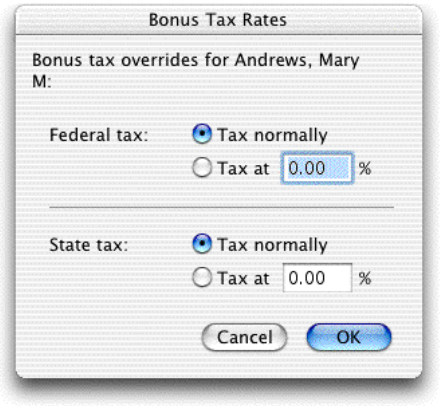



**Bonus check only:**

If you want to print a bonus check separate from a regular paycheck (e.g., Christmas Bonus), zero out all the values in the employee's paysheet except for the Bonus field. The changes you make in the paysheet will not alter the employee's default setup.

**Bonus pay that is taxed different than regular income:**

Bonus pay may be taxed differently than the regular income. Check your state and federal laws for the current rates. If you need to change the tax rate for bonus pay from the normal default tax rate, access the Employee tab window or the Payroll Items tab window, highlight the employee, then choose **Edit** > **Bonus Tax Rates**.




In the **Bonus Tax Rates** window, enter the tax rate for the Federal and/or State taxes to a different percentage than the regular withholding. The rate you enter here will override the normal withholding rate and will only affect the Regular Pay Bonus of the selected employee.

## Importing employee hours

You can use the **Import Hours** feature to import a file that contains the hours your employees have worked. The file you create must conform to the following specifications.

**File Specifications:**

The import file can be created in any word processor or text editor providing it is saved in **TEXT** format. However, it is best to use a program like Microsoft Excel™.

The information must be typed in sequence for each employee using all of the following information, even if it may be zero.

1 Employee name

2 Regular hours

3 Overtime hours

4 Double-Overtime hours

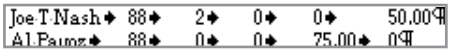
5 Commission amount

6 Bonus amount

Employee name<press **tab**>Regular hours<press **tab**>Overtime hours<press **tab**>Double-Overtime hours<press **tab**>Commission amount<press **tab**>Bonus amount<press **RETURN**>

The names in the text file must match the names in the Employees tab window. For example, if an employee's name is entered into the program as John E Johnson, you must enter it in the text file as John E Johnson.

Following is an example of what the text file could look like.

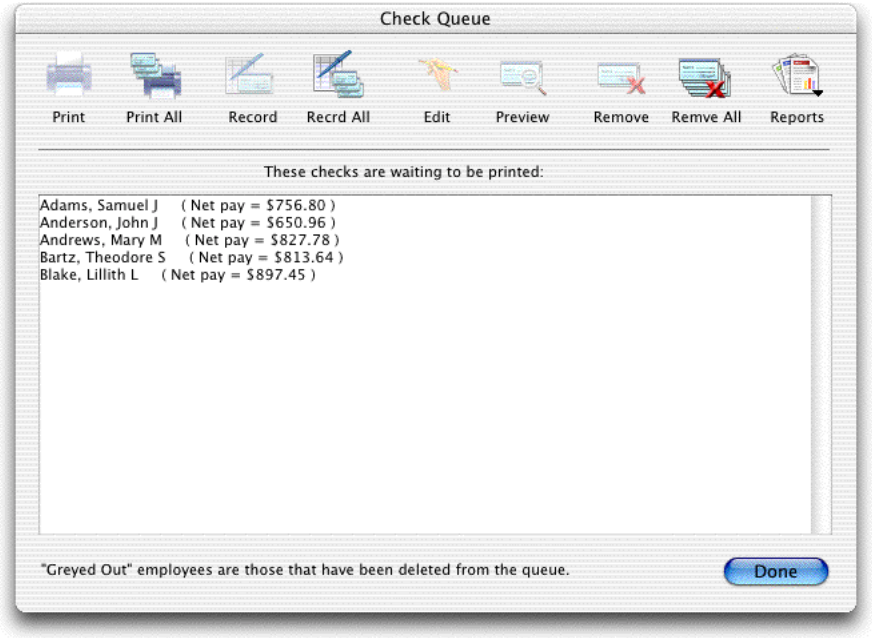



Ignore what this might look like on your screen, the important thing is that you put a Tab between each field and a Return after each employee.

***Note:*** *Once you have your data file ready to import, open the* ***Process Payroll*** *tab window, then select* ***File*** *>* ***Import Hours****. An Open (OS 9: Getfile) window will appear allowing you to locate the file and import the data. The data is then placed into each employee's paysheet.*

# Check Queue overview

The **Check Queue** (pronounced “cue”) feature is the preferred method for printing/recording your payroll because it allows you to print/record all your paychecks at the same time.


Check Queue
Print
Print All
Record
Recrd All
Edit
Preview
Remove
Remve All
Reports
These checks are waiting to be printed:
Adams, Samuel J ( Net pay = $756.80 )
Anderson, John J ( Net pay = $650.96 )
Andrews, Mary M ( Net pay = $827.78 )
Bartz, Theodore S ( Net pay = $813.64 )
Blake, Lillith L ( Net pay = $897.45 )
"Greyed Out" employees are those that have been deleted from the queue.
Done

Because the **Check Queue** is a file that is saved to your hard disk, you can add your employee paychecks to the Check Queue when you process payroll, quit the program and then return at a later time to print/record the paychecks.

If you are setting up the payroll program mid-year, the “record” buttons allow you to enter your employee’s prior paychecks into Pay History without having to print the paychecks.

There are two ways in which you can access the **Check Queue** window:

- In the **Process Payroll** tab window, click the **Print Queue** button.
- Select **File** > **Print/View Check Queue**.

***Note:*** *You cannot access the Check Queue window unless it contains at least one queued paycheck.*

## Previewing paychecks before printing

There are times when you may want to view a paycheck before sending it to the printer. The **Preview** command allows you to preview your queued paychecks just as they will appear when printed.

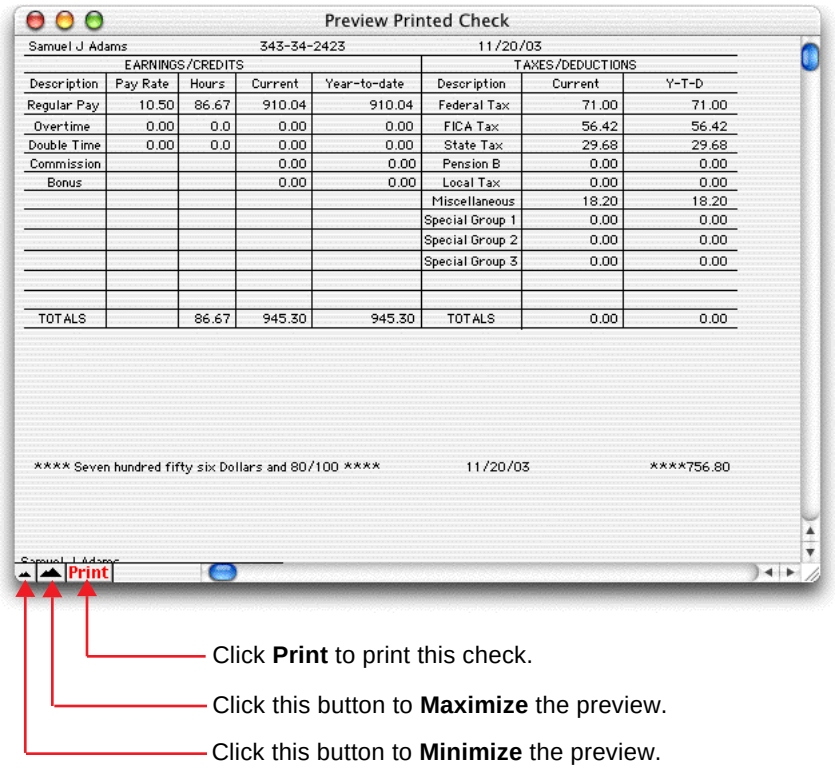
### Instruction Set 5–5: Previewing a paycheck before printing

*The **Preview** button is grayed out if more than one employee is selected in the list.*

1 In the **Process Payroll** tab window, click the **Print Queue** button.

2 In the **Check Queue** window, select the name of the employee whose paycheck you want to preview.

3 Click the **Preview** button.


Preview Printed Check
Samuel J Adams 343-34-2423 11/20/03
EARNINGS/CREDITS
TAXES/DEDUCTIONS
Description Pay Rate Hours Current Year-to-date Description Current Y-T-D
Regular Pay 10.50 86.67 910.04 910.04 Federal Tax 71.00 71.00
Overtime 0.00 0.0 0.00 0.00 FICA Tax 56.42 56.42
Double Time 0.00 0.0 0.00 0.00 State Tax 29.68 29.68
Commission 0.00 0.00 Pension B 0.00 0.00
Bonus 0.00 0.00 Local Tax 0.00 0.00
Miscellaneous 18.20 18.20
Special Group 1 0.00 0.00
Special Group 2 0.00 0.00
Special Group 3 0.00 0.00
TOTALS 86.67 945.30 945.30 TOTALS 0.00 0.00
**** Seven hundred fifty six Dollars and 80/100 **** 11/20/03 ****756.80
Print
Click Print to print this check.
Click this button to Maximize the preview.
Click this button to Minimize the preview.

The selected paycheck appears just as it will when printed. You cannot edit the paycheck in this window, you can only preview it.

4 Click the close button/box in the upper left hand corner to close the window and return to the **Check Queue** window.

## Printing paychecks from the Check Queue

Printing your paychecks from the Check Queue is a convenient way of printing an entire batch of checks at one time.

### Instruction Set 5–6: Printing paychecks from the Check Queue

1 In the **Process Payroll** tab window, click the **Print Queue** button.

2 (Optional) Print the Queue Summary, Queue Detail, or Queue Hours Report and verify the accuracy of the queued paychecks.

3 Decide if you want to print all the paychecks or only those you choose to print.

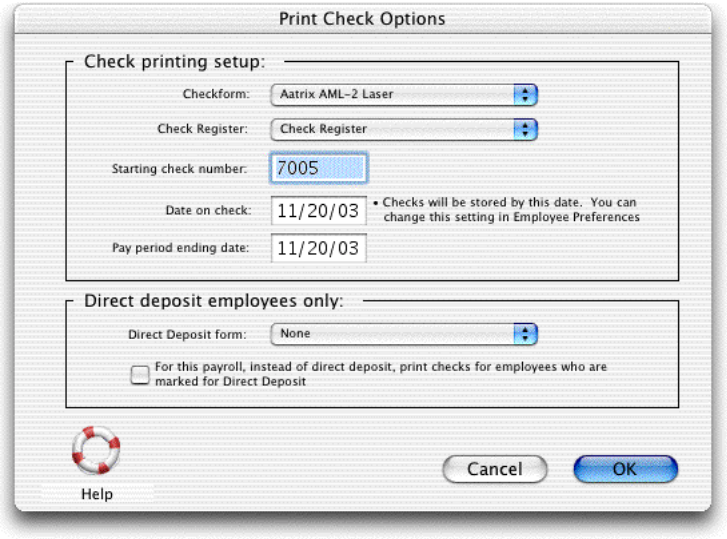
**Print only selected paychecks**

If you want to choose only certain paychecks to print, select the employee(s) whose paycheck(s) you want to print, then click the **Print** button.

**Print all paychecks**

If you want to print all the paychecks listed in the Check Queue, click the **Print All** button.

4 In the **Print Check Options** window that appears, set up the options as needed.




**Checkform**

From the Checkform pop-up menu, select the checkform you want to use for printing the paychecks.

**Check Register**

From the Check Register pop-up menu, select the register you want the paychecks posted to.

**Starting check number**

Enter the starting check number.

**Dates**

Enter the date you want printed on the paychecks and the pay period ending date. The program automatically fills in both fields with today's date. You can enter a date to be printed on the paycheck (usually the actual date the checks are handed out), and a date that represents the pay period for this payroll.

**Direct deposit employees only**

If any of the paychecks in the Check Queue are for direct deposit employees, select a form from the Direct Deposit form pop-up menu. The form that you select will be used to print a "pay stub" for any employee who is marked direct deposit. If you do not have any direct deposit employees, the program will disregard whatever form you select.

If you ever need to print regular paychecks for your direct deposit employees, select the **For this payroll, instead of direct deposit, print checks...** option.

***Note:*** *When a direct deposit check is recorded into Pay History, the letters DD are inserted in the Check Number field.*

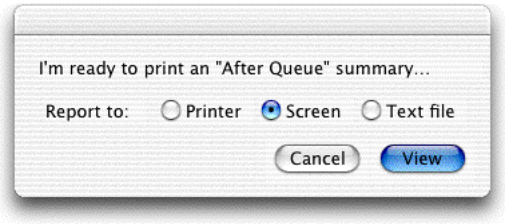
5 Click **OK**.

6 Insert your checkform sheets in the printer. Refer to, Aligning checks in the printer on page 5-17.

7 In the Print window that appears, click **OK**.

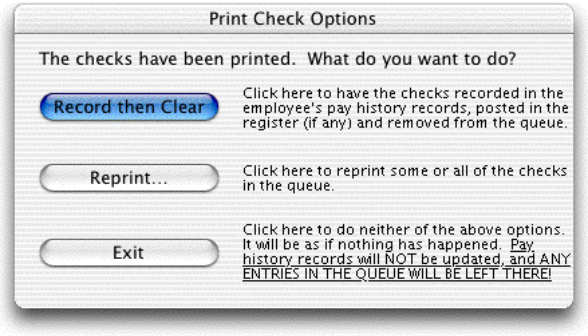
8 After the paychecks have printed, look to see if they were printed correctly.

9 If you chose to **Print All** the paychecks, the following window will appear.



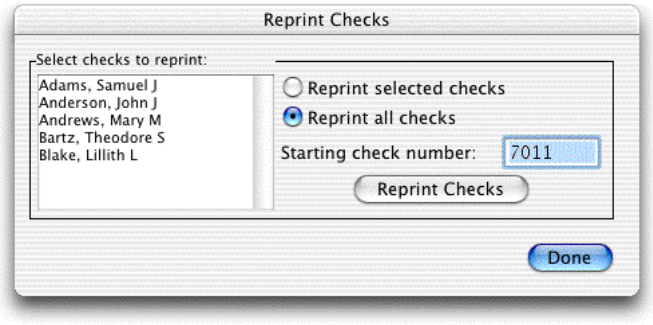

The options in the above window will provide you with an **After Queue Summary** report. You can print, view, or export this report in the format of a text file. If you do not want to view the report, click the Cancel button to exit the window.

10 The following window will appear asking what you want to do next.


Print Check Options
The checks have been printed. What do you want to do?
Record then Clear
Click here to have the checks recorded in the employee's pay history records, posted in the register (if any) and removed from the queue.
Reprint...
Click here to reprint some or all of the checks in the queue.
Exit
Click here to do neither of the above options. It will be as if nothing has happened. Pay history records will NOT be updated, and ANY ENTRIES IN THE QUEUE WILL BE LEFT THERE!

**Record then Clear**
Select this option if your checks printed correctly. The program will record the paychecks into the Pay History and selected check register, then remove them from the Check Queue.

**Reprint**
Select this option if you want to reprint some or all the paychecks you printed.




To reprint only those you need to reprint, select the **Reprint selected checks** option, select the employees whose paychecks need to be reprinted, enter the starting check number, then click the Reprint Checks button.

To reprint all the paychecks, select the **Reprint all checks** option, enter the starting check number, then click the Reprint Checks button.

After reprinting the checks, you will again be allowed to record or reprint the paychecks, or exit the Check Queue window

**Exit**

If you decide that you do not want to record or reprint any of the paychecks, click Exit to return to the Check Queue window. The paychecks will stay in the queue - it will be as if you never printed anything.

11 Click **Done** to return to the Process Payroll tab window.

## Recording queued paychecks without printing

There may be times when you need to process payroll without actually printing the paychecks, such as when you need to enter prior paychecks into the Pay History records.

### Instruction Set 5–7: Recording queued paychecks without printing

1 In the **Process Payroll** tab window, click the **Print/View Queue** button.

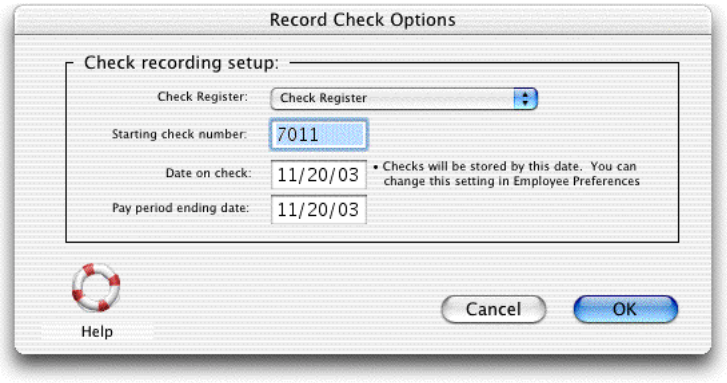
2 (Optional) Print the Queue Summary, Queue Detail, or Queue Hours Report and verify the accuracy of the queued paychecks.

3 Decide if you want to record all the paychecks or only those you choose to record.

**Record only selected paychecks**
If you want to choose only certain paychecks to record without printing, select the employee(s) whose paycheck(s) you want to record, then click the **Record Check** button.

**Record all paychecks**
If you want to record all the paychecks listed in the Check Queue, click the **Record All** button.

4 In the **Record Check Options** window that appears, set up the options as needed.




**Check Register**
From the Check Register pop-up menu, select the register you want the paychecks posted to.

**Starting check number**
Enter the starting check number.

**Dates**
The program automatically fills in both fields with today's date. Enter the date that was written on the check and the date that represents the pay period for this payroll.

*If the date you enter is at least a week earlier than today's date, the program assumes you are entering prior pay history data and will display the Record Checks Options window each time you click the Record Check button.*

5 Click **OK**.

6 What happens next depends on whether you chose to record all the paychecks or only the selected paychecks.

**Record All**
If you chose to **Record All** the paychecks, the following occurs:

- All the paychecks are recorded into Pay History.
- A window appears providing options to print, view or export an **After Queue Summary** report. If you do not want to view this report, click the Cancel button to exit the window.
- The program removes the paychecks from the Check Queue and you are returned to the Process Payroll tab window.

**Record Check**
If you chose to record only selected paychecks, the following occurs:

- The selected paychecks are recorded into Pay History.
- You are returned to the Check Queue where the recorded checks are now greyed out.
- When you are finished in the Check Queue window, click **Done** to return to the Process Payroll tab window.

## Editing queued paychecks

There may be times when you need to edit a paycheck before it is printed and/or recorded.

### Instruction Set 5–8: Editing a queued paycheck

1 In the **Check Queue** window, select the employee whose paycheck you want to edit.

2 Click the **Edit Check** button.

3 Make the changes you want.

4 Click **Done** to return to the Check Queue window.

5 If you want to print or record the paychecks, do so now; otherwise click the **Done** button.

## Removing paychecks from the Check Queue

There may be times during the course of processing your payroll that you need to remove one, two, or perhaps even several checks from the Check Queue.

### Instruction Set 5–9: Removing paychecks from the Check Queue

1 In the **Process Payroll** tab window, click the **Print/View Queue** button.

2 Remove selected checks or remove all the paychecks from the Check Queue.

**Remove**

If you want to remove only certain paychecks, select the paycheck(s) you want to remove and click the **Remove Check** button. The following occurs:

- A window appears asking if you are sure you want to remove those checks. Click the Yes button to the remove the selected paychecks from the Check Queue.
- You are returned to the Check Queue with the removed checks are now greyed out.
- When you are finished in the Check Queue window, click **Done** to return to the Process Payroll tab window.

***Note:*** *These checks will appear in grey and will stay in the queue until you remove all of the checks from the queue following the steps outlined below.*

**Remove All**

If you want to remove all the paychecks from the Check Queue, click the **Remove All** button. The following occurs:

- A window appears asking if you are sure you want to remove all the entries. Click the Yes button to remove all the paychecks in the Check Queue.
- The program removes all the paychecks from the Check Queue and you are returned to the Process Payroll tab window.

## Aligning checks in the printer

We recommend that you check the user's guide that accompanied your printer to determine the correct placement of checks in the paper cassette tray or the manual document feed.

To determine the correct alignment of fields on your check (either preprinted or blank), See Test printing checkforms on page 9-26.

# Notes

CHAPTER 6

# Reports

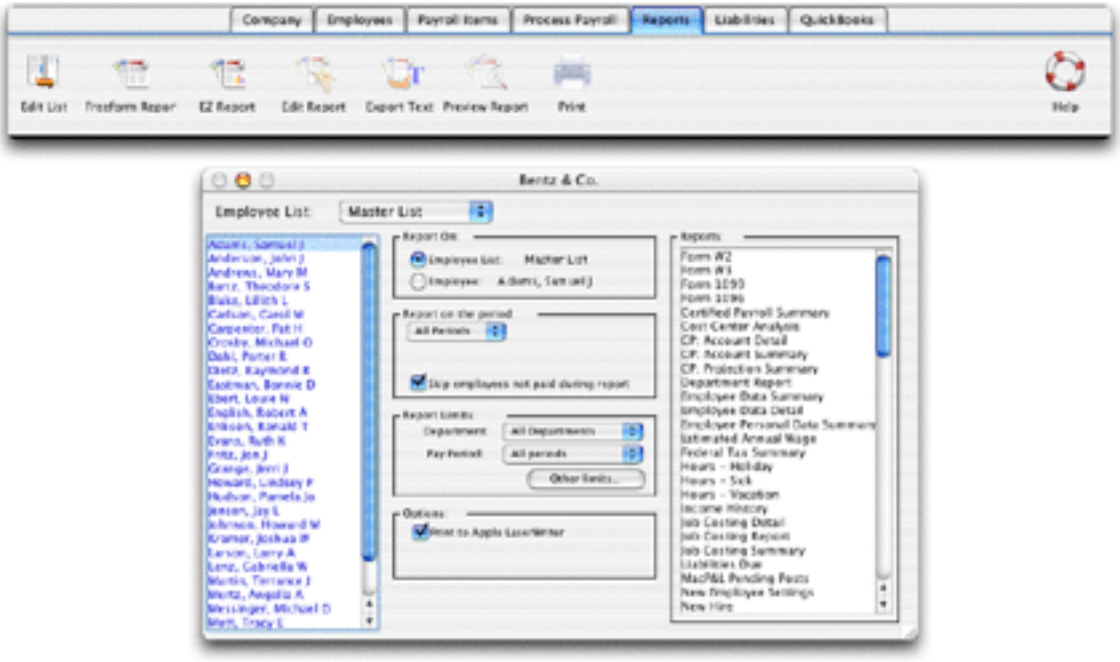
## Chapter overview

The following information is covered in this chapter:

- Generating reports
- Customizing the Reports list
- Using the Report Queue
- Processing the Form 941
- Using the EZ Report Builder
- Using the Freeform Report Designer

# Reports overview

Following are illustrations of the Reports tab window, toolbar, and file menu. The reports you generate can be previewed, printed, and even exported in a format that is accepted by other programs.




The Reports tab window provides a number of different selection criteria to help you gather the information you want. For example, you can limit your reports to specific employee lists, specific time periods, and specific departments.

The **Reports list**, on the right side of the window, displays all the pre-designed reports that are installed with the program, as well as any you create with the EZ Report Builder or Freeform Report Builder.

The Reports list can be modified to display only those reports that are important to you. For complete details, refer to Editing Reports List on page 6-7 .

You can generate and print your state tax remittance and unemployment forms using data culled from the payroll program. For more information on which State forms are currently available, call Aatrix Software at (800) 426-0854.

*The Freeform Report Builder is a feature only available in Ultimate Payroll. Aatrix PayCheck does not have either the Freeform or EZ Report Builders. If you require the ability to customize reports, you can upgrade your current program.*

# Generating reports

The basic steps for generating a report are outlined in the following instruction set. No matter what type of report you are generating (e.g., pre-designed, EZ Report), the steps are basically the same. That is, you set the report criteria in the Reports tab window, then determine whether you want to first preview the report or send it directly to the printer.

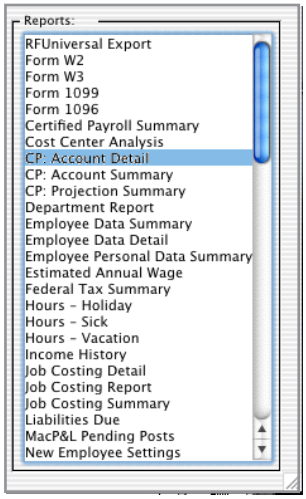
## Instruction Set 6–1: Generating a report

1 In the **Reports** tab window, select the report you want from the **Reports** list on the right.

2 Set the criteria for the report.

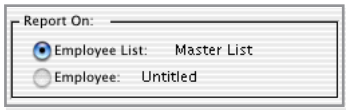
**Reports list**

Select the report you want to generate from the Reports list on the right. Samples of the pre-designed reports are provided in Appendix B, Sample Reports on page B-1 .




**Report on**

You can generate a report from an entire Employee List or an individual employee by clicking the desired radio button. The name of the currently selected Employee List and the name of the currently selected employee is displayed.

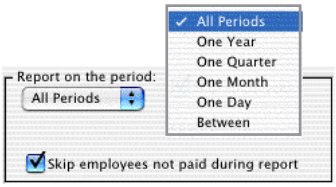



If you wish to change the name of the **Employee List**, select the one you want from the Employee List pop-up menu.

If you wish to change the name of the currently selected **employee**, select the name of the employee from the Employee list. Some reports only use an Employee List, in which case the Employee option is grayed out even when an employee is selected.

**Report on the period**

You can limit the report with the following options:




**All Periods**
This option accumulates data from all pay periods in the employee file.

**One Year**

This option uses all the information that has accumulated in the employee file for the year you enter.

**One Quarter**
Select this option if you want the report to reflect an entire quarter of activity. Choose the quarter you want and enter the appropriate year. The date range the program uses are:

1st Quarter: Jan. 1 to March 31

2nd Quarter: April 1 to June 30

3rd Quarter: July 1 to Sept. 30

4th Quarter: Oct. 1 to Dec. 31

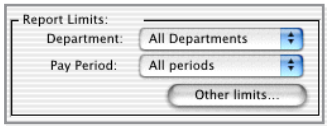
**One Month**
This option narrows the data gathered to a specific month of a specific year. Enter the appropriate choices in the text box.

**One Day**
This option generates a report based on payroll information processed specifically on the date you enter in this format: DD/MM/YY.

**Between**
Upon selecting this option, enter a data range from DD/MM/YY to DD/MM/YY in the appropriate text boxes.

**Skip employees not paid**
Check this box if you do not want the report to include employees who were not paid during the selected reporting period.

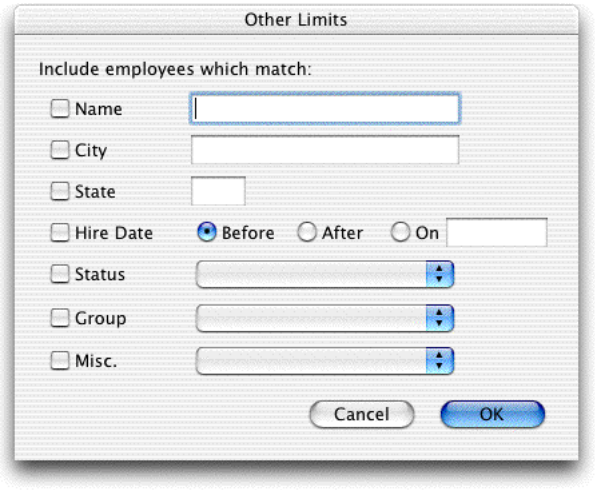
**Report Limits**
You can further limit the report using the following options:



Select whether you want the report to display information from All Departments or from a particular department you specify. For more information, refer to Departments and Groups overview on page 2-7 .

Select whether you want the report to display information from All Pay Periods or from a pay period you specify.

You can fine tune your report even more by clicking the **Other Limits** button. In the dialog that appears, mark checkboxes and fill text fields as needed. Click **OK** when finished, or **Cancel** to exit.




**Options**

If you are printing your reports to an Apple LaserWriter, make sure this option is selected. It will remain selected until you uncheck it.

Other options displayed here are specific and applicable only to certain types of pre-designed reports. These options are described in Appendix B for those reports that it applies to.

3 Decide whether you want to preview the report first or send it directly to the printer. For details, refer to Preview vs. Print Report on page 6-5 .

## Preview vs. Print Report

Your payroll program provides you with a wide variety of reports that you can use to view the payroll information you enter. Following is a brief description of what you can do with a report.

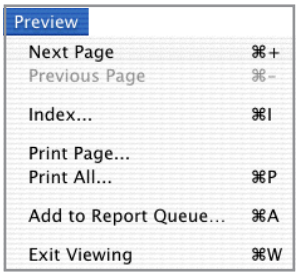
- Clicking the **Print Report** button sends the currently selected report to the printer.
- Clicking the **Preview** button sends the currently selected report to the computer screen so that you can view the information prior to printing.

  Previewing enables you to catch errors before you print which ultimately saves you in printing time and paper. While in the Preview mode, you can use the commands in the Preview menu to print the report or send it the Report Queue. For a description of the commands, refer to The Preview menu on page 6-6.

- When you click the **Export Text** button, an Open (OS 9: Getfile) window will appear allowing you to save the information from the current report in a text file format. The text file is then ready to bring into other programs that allow text files to be imported.

### The Preview menu

While previewing a report, a **Preview** menu is available with the following commands.




**Next Page/Previous Page**
These commands allow you to advance forward or return to prior pages in a multipage report.

**Index**
Selecting this command allows you to view thumbnail images of each page in the report. Clicking a thumbnail image will open that page in the Preview window.

**Print Page/Print All**
These commands allow you to print the currently displayed page or all the pages in the report.

**Add to Report Queue**
Selecting this command sends the report to the Report Queue whereby you can print it later along with a batch of reports. For complete details, refer to The Report Queue on page 6-10 .

**Exit Viewing**
Selecting this command closes the active report window.

# The Reports List overview

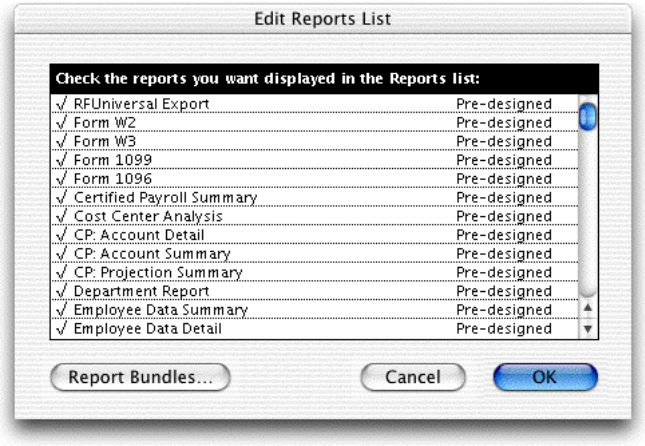
The Reports List in the Reports tab window initially displays all the reports that were installed with the program. You can modify this list using the instructions provided in this section.

## Editing Reports List

After using the payroll program, you may find that you don't have a need for all the reports provided by the program. You can easily edit this list to display only those reports you want.

### Instruction Set 6–2: Editing the Reports List

1 In the **Reports** tab window, click the **Edit List** button.


Edit Reports List
Check the reports you want displayed in the Reports list:
√ RFUniversal Export Pre-designed
√ Form W2 Pre-designed
√ Form W3 Pre-designed
√ Form 1099 Pre-designed
√ Form 1096 Pre-designed
√ Certified Payroll Summary Pre-designed
√ Cost Center Analysis Pre-designed
√ CP: Account Detail Pre-designed
√ CP: Account Summary Pre-designed
√ CP: Projection Summary Pre-designed
√ Department Report Pre-designed
√ Employee Data Summary Pre-designed
√ Employee Data Detail Pre-designed
Report Bundles...
Cancel
OK

2 Select (√) the names of the reports you want to display.

Selecting a report that is already selected removes both the check mark and the report from the Reports list.

3 Click **OK**.

Your customized report list displays the next time you access the **Reports** tab window.

## Report Bundles

The Report Bundle feature allows you to group several reports together in a "bundle" for printing purposes. This provides a convenient way of printing out, in a single print job, all the reports you generally print (e.g., after payroll).

### Creating report bundles

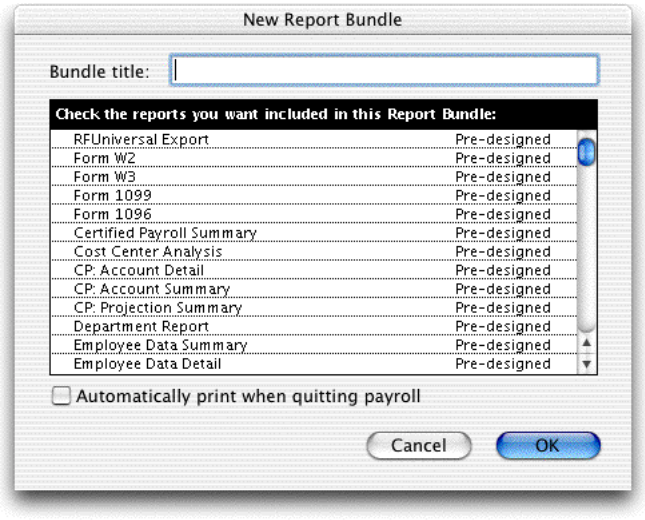
The following instruction set guides you through the process of grouping together reports you specify in order to create a report bundle.

### Instruction Set 6–3: Creating a report bundle

1 In the **Reports** tab window, click the **Edit List** button.

2 In the Edit Reports List window, click the **Report Bundles** button.

3 Click the **New** button.




4 In the **Bundle title** text box, enter a title for your report bundle.

5 Select the names of the reports you want included in the new report bundle. A check mark (√) appears to the left of each selected report.

*Because the program generates reports using the date limits you set such as One Day, One Quarter, All periods, etc., your Bundled Reports should be comprised of reports with similar date limits. For example, you could bundle only those reports you typically generate after each payroll and not include those reports you process on a quarterly basis.*

6 (Optional) If you wish to automatically print this report bundle when quitting the payroll program, select the **Automatically print when quitting payroll** option.

7 Click **OK**.

The names of your report bundles are displayed in the **Report Bundle** window and the **Reports List** in the **Reports** tab window.

***Note:*** *A Report Bundle can only be printed — you cannot preview it or export the information as text.*

### Editing/removing report bundles

At some point you may want to change the reports that comprise a report bundle or completely remove a report bundle from your report list.

#### Instruction Set 6–4: Editing/removing a report bundle

1 From the **Reports** tab window, click the **Edit List** button.

2 In the dialog that appears, click the **Report Bundles** button.

3 In the dialog that appears, select the Report Bundle you wish to edit or remove.

4 Click either the **Edit** or **Remove** button**.**

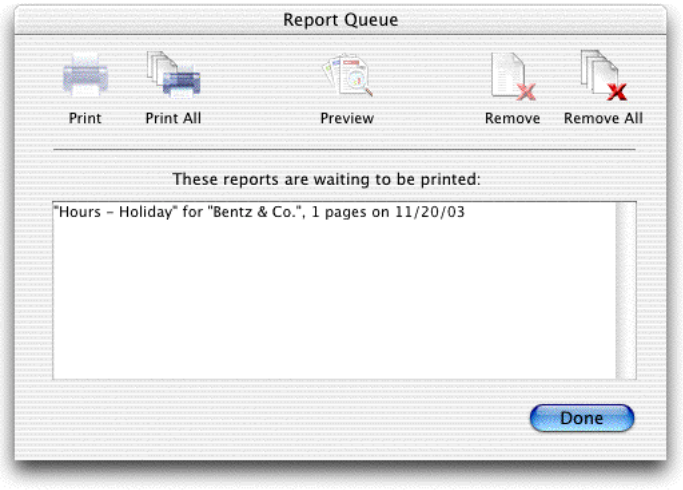
**Edit**
When you click **Edit**, a dialog will appear allowing you to make the changes you want. When you are done editing, click **OK** to save your changes.

**Remove**
When you click **Remove**, an alert dialog will appear asking you to confirm your choice. Click **Yes** to remove the report bundle, or **Cancel** to return to the Bundled Reports window.

5 When finished, close all open windows to return to the **Reports** tab window.

# The Report Queue

The Report Queue (pronounced “cue”) is similar to a print spooler. Use this feature to store a list of reports to print all at once, at the time you choose. Since the report queue file is saved to your hard disk, the reports already in it will remain even if you exit the program.




## Adding reports to the Report Queue

In order to use the Report Queue feature, you must first add the reports you want to it. The following instruction set guides you through this process.

### Instruction Set 6–5: Adding a report to the Report Queue

1. In the **Reports** tab window, select a report in the Reports list.
2. Click the **Preview Report** button.
3. Select **Preview** > **Add to Report Queue**.

   A dialog appears confirming that the report was added to the Report Queue.
4. Click **OK**.
5. To return to the Reports window select **Preview** > **Exit Viewing**.

## Printing/viewing the Report Queue

All reports you add to the Report Queue remain there until you are ready to print them.

### Instruction Set 6–6: Printing/viewing the Report Queue

1 Select **File** > **Print/View Report Queue.**

Each report that is waiting to be printed is displayed with the report name, company name, how many pages the report is, and the date the report was queued.

2 Decide whether you want to **Print**, **Preview**, or **Remove** a report the Report Queue.

**Print**
To print a single report, select the report and then click the **Print** button. The standard Macintosh Print dialog will appear allowing you to print the report. To print all the reports, click the **Print All** button.

***Note:*** *NOTE: After printing all your reports using the **Print All** option, a message window will appear asking if you would like to delete all of the reports from the Report Queue.*

**Preview**
If you want to preview a report before printing it or removing it from the Print Queue, select the report and then click the **Preview** button. To exit the preview mode, select **Preview** > **Exit Viewing**.

**Remove**
To remove a single report from the Report Queue, select the report and then click the **Remove Report** button. A dialog will appear asking if you are sure that you want to remove the report. Click Yes to remove the selected report or Cancel to return to the Report Queue. To remove all the reports in the Report Queue, click the **Remove All** button.

3 Click **Done** when you are finished with the Report Queue.

# Form 941 overview

The IRS requires every employer to submit a Form 941 - Employer's Quarterly Federal Tax Return at the end of each quarter. It reports the amount of earnings withheld from your employees paychecks against how much you actually deposited to the IRS over the course of the quarter. Categories included on a Form 941 report include Federal Income Tax, Social Security, and Medicare.

Your payroll program culls the information for the Form 941 from information already stored in your employee's Pay History files. This includes the total amount of 941 liability payments deposited to the IRS.

## Processing Form 941

The following set of instructions lead you through the process of generating a 941 form. Because your payroll program has the ability to separate your payroll data by quarter and year, you can generate a 941 after a new quarter has started.

### Instruction Set 6–7: Processing Form 941

*Before processing Form 941, print out the **Federal Tax Summary** report for the same quarter you are processing Form 941. Use the information from this report to assist in processing Form 941.*

1 In the **Reports** tab window, select **941 Form** from the **Reports** list.

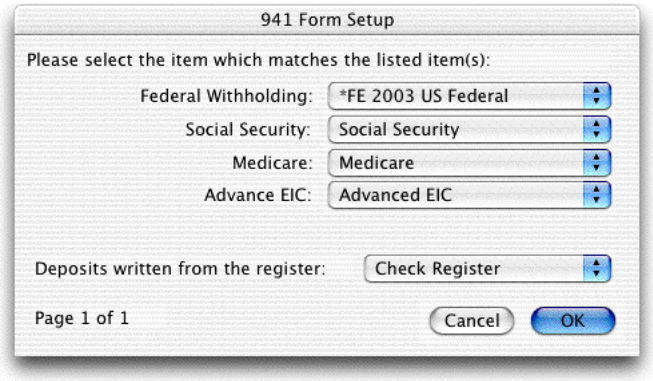
If the **941 Form** option does not appear in the Reports list, be sure it is checked in the **Edit Reports List** window. If necessary, refer to Editing Reports List on page 6-7.

2 From the **Employee List** pop-up menu, select an employee list that contains the names of all the employees who worked for you throughout the quarter.

3 In the **Report On** options, be sure the **Employee List** radio button is marked.

4 In the **Report on the period** options, select the appropriate quarter from the pop-up menu and then enter the year for which you are generating the 941 report.

5 Click the **Preview Report** button.



6 In the **941 Form Setup** window, select the proper item names from the pop-up menus to match the required fields. For example, your federal withholding deduction must be selected for the Federal Withholding field.

Select **None** from the pop-up menu if a specific item does not apply to your payroll.

7 Click **OK**.

8 The **941 Report** form will appear on the screen.

The 941 you see on the screen is designed to look like an actual pre-printed Form 941, with certain fields automatically filled in by the program. It is a *self-calculating form* - meaning that any time you change a value on the form, the fields affected by this change will be reset with the appropriate values.

If the form is not readable on the screen, you can either refer to an actual pre-printed Form 941 or print out a Form 941 using the **Print numbers and background picture** option in the **Print Options** dialog.

9 Review the information and make any necessary changes.

If needed, you can use the Get Value command to insert amounts into the form. For more information, refer to Get Value on page 6-15 .

*If you make changes to any amounts on the Form 941, be sure that you make the appropriate changes in your check register.*

Manual entry of certain information may be needed in some fields, such as your name and title at the bottom of the form. To enter information in any of the non-calculating fields, click the cursor in the field and type in the needed information.

Use the **Tab** key to move from field to field. Use the **Next Page** and **Previous Page** commands in the **File** menu to move from page to page.

*If the values on your 941 report are not accurate, refer to* Troubleshooting Form 941 on page 6-14 .

10 When you are sure that all the information on both pages of your Form 941 is accurate, you can print it using one of the three possible printing options. For details, refer to Printing Form 941 on page 6-13.

## Printing Form 941

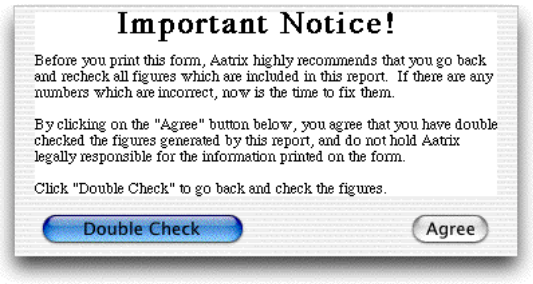
When you print your Form 941, the numbers and background picture are printed on plain paper. This printing format has been approved by the federal government.

### Instruction Set 6–8: Printing Form 941

1 Insert blank paper into the printer.

2 When you are ready to print, select **File** > **Print Report**.

3 In the Important Notice window, click **Double Check** to go back and check your figures, or click **Agree** to print.


Important Notice!
Before you print this form, Aatrix highly recommends that you go back and recheck all figures which are included in this report. If there are any numbers which are incorrect, now is the time to fix them.
By clicking on the "Agree" button below, you agree that you have double checked the figures generated by this report, and do not hold Aatrix legally responsible for the information printed on the form.
Click "Double Check" to go back and check the figures.
Double Check
Agree

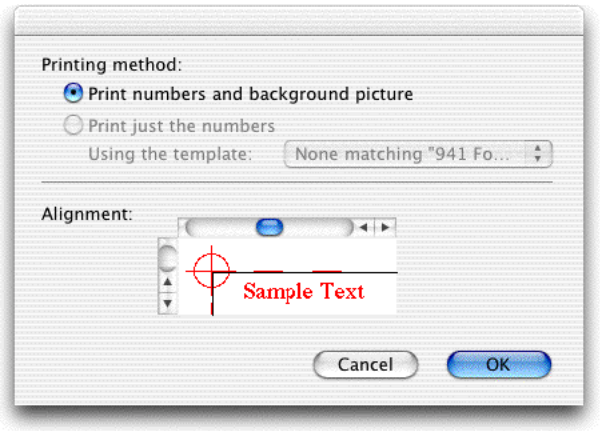
4 After printing, select **File** > **Close Window**.

*If your 941 information did not print correctly, refer to* Troubleshooting Form 941 on page 6-14 .

## Troubleshooting Form 941

Before calling Technical Support, use the following information to troubleshoot your 941 problem.

- Make sure the correct payroll items are selected in the **941 Form Setup** window.
- Preview the **Pay History Detail** report for the quarter (**Totals only**). Verify and double-check the following for accuracy:
    - General deduction amounts and wages.
    - That amounts and wages for the Social Security deduction and Social Security contribution match.
    - That amounts and wages for the Medicare deduction and Medicare contribution match.
- Be aware that adjustments are made to Form 941 for employees that receive advance Earned Income Credit (EIC).
- Verify that none of your employees have duplicate deductions.
- If, after printing the form, you realize that it needs to be better aligned, select **File** > **Print Options**. In the dialog that appears (see below), use the scroll bars to move the form up/down and left/right.



## File menu commands

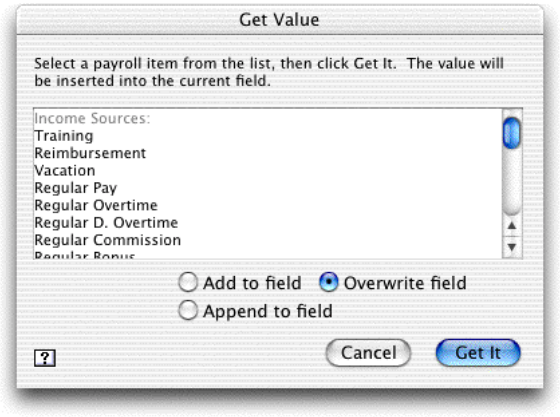
Outlined below are two commands provided in the **File** menu you may not have encountered before.

**Auto Calculation**

Auto Calculation is the default selection for government forms. Any time you change a value on the form, the totals on the form are updated automatically.

**Get Value**

On government forms such as the 941, the program automatically inserts the amounts for many variables. Depending on the form and your payroll circumstances, you may want other variables on the form. You can use the **Get Value** command to assign a payroll variable to a certain field. In order for this command to be active, the cursor must be in the desired field.




The Get Value dialog lists all your payroll variables. When you select a variable and click **Get It**, the program searches the pay history records. It extracts the amount of the selected variable and inserts it on the form.

- **Add to field**

  If selected, the amount extracted from pay history will be added to the amount already in the report field.

- **Overwrite field**

  If selected, the program will replace whatever is in the report field with the amount it extracts from pay history.

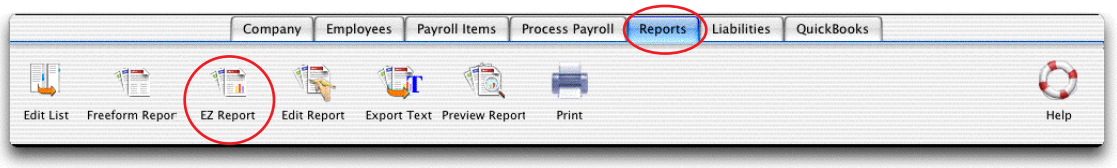
- **Append to field**

  This option is reserved for W2 processing.

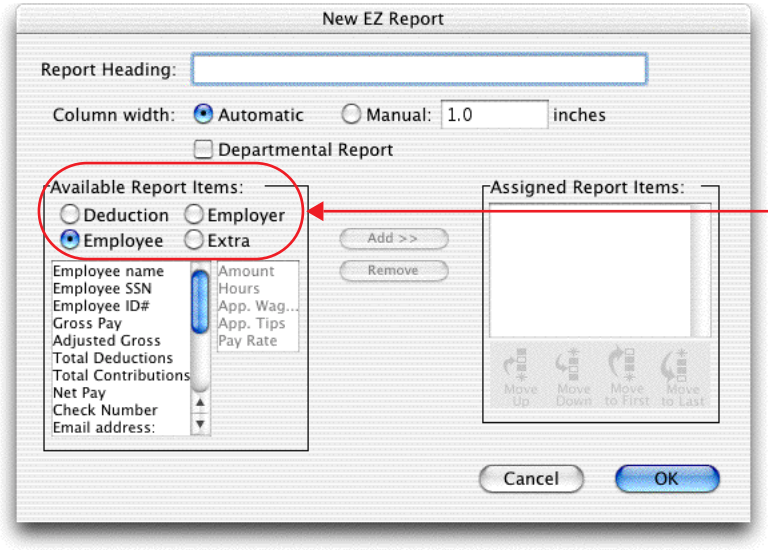
# EZ Report Builder overview

The EZ Report Builder is a utility built into most payroll programs (not available in Aatrix PayCheck). It can be used to quickly put together payroll information in a report format. You simply select the items you want on the report, in the order your want them to appear, and the program “builds” the report for you.

To open the EZ Report Builder, click the **EZ Report button in the Reports tab window**.




The **EZ Report** window contains all the variables you need to create your own reports. Note the scrolling list on the left. It displays all the variables that are available for your deductions, employee data, contributions, and extra income. The variables in the list change depending on which report item is selected.




The selection displayed in the scrolling list depend on the option selected here, as explained in the Note following this illustration.

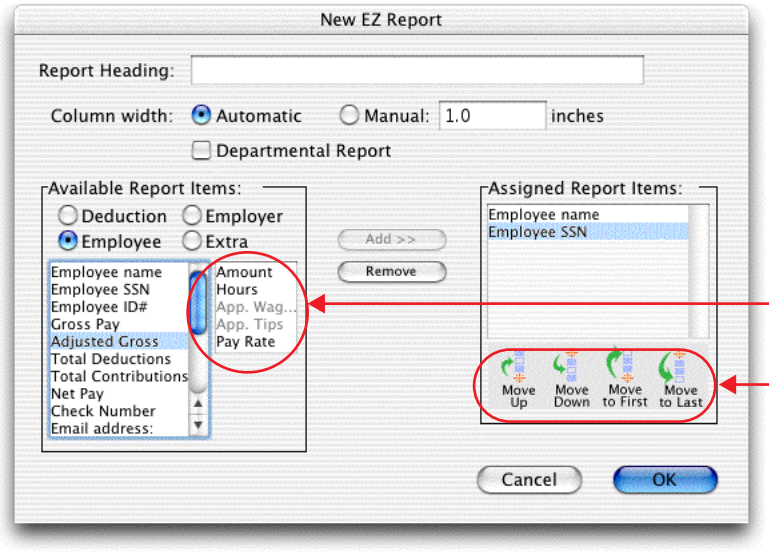
***Note:*** *When you select **Extra Income**, all income variables including Regular Pay and any additional extra income you have created appear in the list. Remember that Regular Pay refers to hourly rates and/or salary that you designated in the Employees tab window. When Employee Data is selected, the Total deductions, Total Contributions and Gross Pay variables allow you to combine all applicable variables into one item on the report.*

## Creating EZ reports

The following instruction set guides you through the process of creating your own EZ report.

### Instruction Set 6–9: Creating a EZ report

1 In the **Reports** tab window, click the **EZ Report** button.




2 In the **Report Heading** field, enter a title for your report.

The title you enter will be printed at the top and center of your report and displayed in the **Reports** list of the **Reports** tab window.

3 Set the **Column Width**.

You have the option of letting the program automatically set the column widths for you, or you can determine these widths yourself. If you decide to set your own column widths, click the **Manual** radio button and enter the width you want (in inches) in the text box. The program will print your report using the column width you entered (except for the employee name column, which is automatically set at approximately 25 characters by the program).

4 Depending on the order you want the items to print, select either **Employee Data**, **Deductions**, **Employer Paid**, or **Extra Income**.

The order is very important. The program prints the items in the order that you add them to the **Assigned Report Items** list, starting from the top. You will probably want to add the Employee Data first, so that items such as employee name, social security number, etc. are listed first.

5 Select a report item (e.g., Employee name) from the list on the left.

6 If applicable, select what **type** the report item is. See illustration in Step 1.

A type is active when it applies to a report item and grayed out when it doesn't. For example, the only types that are available for deductions and contributions are the Amount, App. Wages, and App. Tips.

**Amount**
The **Amount** option prints the amount of the selected item for the period you defined in the **Reports** tab window (monthly, quarterly, etc.).

**Hours**
This option prints the total hours worked for the item you selected.

**App. Wages and Tips**
Certain deductions and employer paid contributions such as Social Security and Federal Unemployment need to report the wages that are used to calculate the deduction or contribution. For most employers, applicable wages will be the same as gross wages. If you have a travel reimbursement, pension plan, or similar non-taxed income, the applicable wages will not be the same. For these cases, use the App. Wages option. The App. Tips option is used for reporting tip income.

**Pay Rate**
This option prints the pay rate for the income item you selected.

7 Click the **Add** button.

The item is added to the **Assigned Report Items** list.

8 Continue adding items to the **Assigned Report Items** list by repeating Steps 4-7, until you've added all the items you want on your report.

9 (Optional) Change the position of the assigned items using the **Move** buttons (refer to illustration in Step 1.).

**Move Up**
Moves the selected report item one position up.

**Move Down**
Moves the selected report item one position down.

**Move to First**
Moves the selected report item to the beginning of the list.

**Move to Last**
Moves the selected report item to the end of the list.

***Note:*** *Remember, the order that the report items are listed in Assigned Report Items field (from top to bottom), is the order that the report items will appear in your printed report (from left to right).*

10 (Optional) Selecting the **Departmental Report** option prints the name of each department along with the totals of each report item.

11 Click **OK** to save.

12 In the dialog that appears, select where you want to save the report.

Saving the report to the **Reports *f*** folder makes it available only to this company. Saving the report to the **Shared Reports *f*** folder makes it available to all companies.

## Other EZ tasks

### Editing EZ reports

If you wish to make any changes to a report created with the EZ Report Builder, select the report in the Reports list in the **Reports** tab window, then click the **Edit** button. The EZ Report Builder window appears allowing you to make changes to the selected report.

### Exporting EZ reports

Reports created with the EZ Report Builder can be saved as a text file or in HTML format for easy posting on the internet. To do so, select an EZ report in the Reports list, then click the Export as Text button. A Putfile dialog appears allowing you to name and save the report file in either text or HTML format.

### Period by period EZ reports

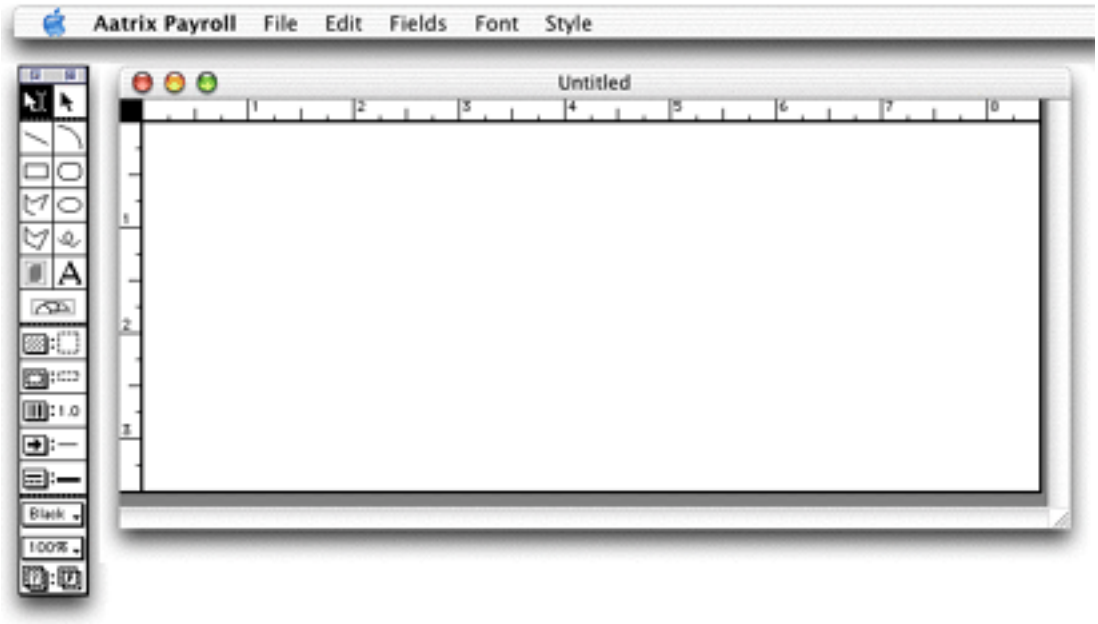
An option called **Period by Period** is available for all reports created with the EZ Report Builder. Selecting this option allows you to generate an EZ report for a designated time period (e.g., 2nd Quarter). After selecting an EZ report, mark the **Period by Period** checkbox, located in the **Option** portion of the **Reports** tab window.

# Freeform Report Builder overview

A powerful new feature of Ultimate Payroll is the Freeform Report Builder. It is a separate utility built into the program and can be used to create an incredible array of customized reports. These reports can have borders, lines, boxes, headers, footers, artwork, and more. To create a Freeform report layout, simply designate which fields will go on your report and then move them where you want.

## Using the Freeform Report window

To access the Freeform Report Builder, click the **Freeform Report** button in the **Reports** tab window. Use the commands in the menu bar at the top of the window and the graphic tools to create your custom report.




### Graphic tools

On the left of the **Freeform Report Designer** window is a palette containing tools for drawing lines, boxes, or circles. These tools are similar to the tools you would find in any paint or draw program on your Macintosh. By moving the mouse pointer onto the gray bar at the top of the palette, you can drag and drop it to any location on the screen

The **Object Selection** tool (↖) is used to select and drag fields that appear on the report form template. It is automatically selected when you enter the Freeform Report Builder.

The **Rectangle** tool is used to draw rectangles (boxes). To make a rectangle, click the Rectangle tool and the pointer changes to a cross hair (+). Mouse over to the approximate spot on the checkform you want to place the rectangle. Then click and hold the mouse button down to draw and shape the rectangle. After obtaining the proper size and shape for the rectangle, release the mouse button. To move the rectangle around on the form, first click the Object Selection tool and then click the shape and, holding the mouse button down, drag the object

The **Circle** tool is used to make circles. To make a circle, click the circle tool and the pointer changes to a cross hair (+). Mouse over to the approximate spot on the checkform you want to place the circle. Then click and hold the mouse button down to draw and shape the circle. After obtaining the proper size and shape for the circle, release the mouse button. To move the circle around on the form, first click the Object Selection tool and then click the shape and, holding the mouse button down, drag the object.

The **Line** tool is used to draw lines. One such use is to separate fields and columns on the report form template. Use it the same way the Rectangle and Circle tools are used.

The symbols on the **Key** represent the various types of New fields you can add to a report form.

• This symbol signifies a **YTD** field.

" This symbol signifies a **Fiscal YTD** field.

Δ This symbol signifies an **Hours** field.

∑ This symbol signifies an **Accumulated** field.

¶ This symbol signifies a **Prompted** field.

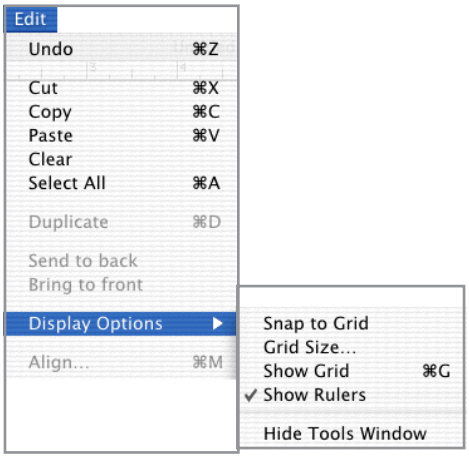
### Viewing Freeform reports

When a report form is too large to fit completely on the screen, select **File** > **View** and slide the cursor to the desired size to reduce the report form to 75%, 66%, or 33% of its actual size. To return to the form's regular size, click the **Close** button/box in the upper left corner of the screen.

***Note:*** *You cannot edit the form while you are in* ***view mode****.*

### Display Options

The Freeform Report Builder utility comes with many built-in display options. To access them, select **Edit** > **Display Options**.




Use these options to save time and effort in designing a report template. As you make your choices, a check mark (√) will appear next to each selection.

**Snap to Grid**

This feature lines up the print fields on the report by automatically snapping the field into an exact grid location. This is useful when lining up a number of fields in a row or column. The grid is invisible and does not show up on the report screen.

**Show Grid**

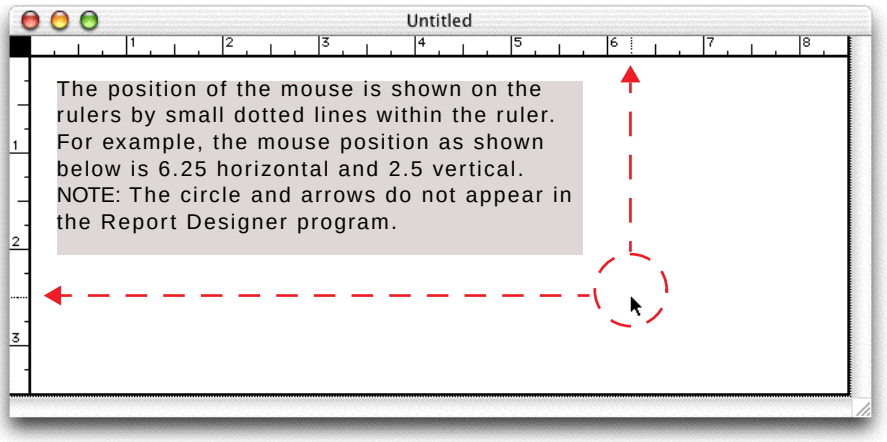
This option actually shows the report grid on the screen, allowing more accurate drawing and positioning of fields. This grid does not print on the reports.

**Grid Size**

This feature allows you to change the size of the grid squares appearing on your screen. When selecting this option, a dialog window opens in which you can adjust both the vertical and horizontal lines of the grid by entering the number of spaces, in pixels, desired. Certain lines on the grid can be darkened, giving a more detailed reference point and making the alignment of different fields easier. The **Grid Size** option affects fields differently depending on whether the fields were created using the **Snap to Grid** option.

**Show Rulers**

This option displays rulers at the top and the left hand side of the report template window. Use the rulers to line up fields with the mouse. To turn the rulers off, select the **Show Rulers** option again. The rulers do not print on the reports.


Untitled
The position of the mouse is shown on the rulers by small dotted lines within the ruler. For example, the mouse position as shown below is 6.25 horizontal and 2.5 vertical. NOTE: The circle and arrows do not appear in the Report Designer program.

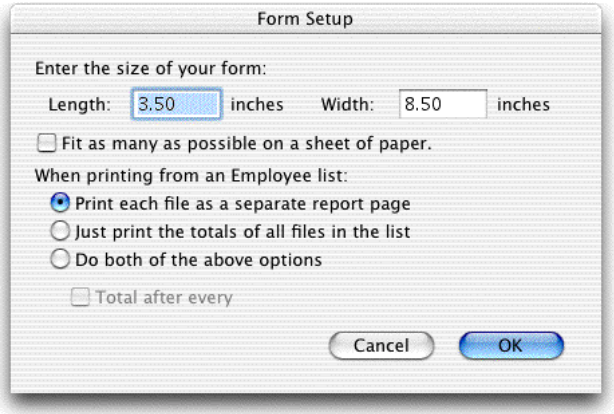
**Hide Tools / Show Tools**

The **Hide Tools** option removes the tool palette from the window display. To re-display the tool palette select **Show Tools**.

## Form Setup options

The first thing to do when setting up a Freeform report is to establish the size of the form you will be printing.

To access the Form Setup dialog, open the desired report, then select **File** > **Form Setup**.


Form Setup
Enter the size of your form:
Length: 3.50 inches
Width: 8.50 inches
Fit as many as possible on a sheet of paper.
When printing from an Employee list:
Print each file as a separate report page
Just print the totals of all files in the list
Do both of the above options
Total after every
Cancel
OK

**Enter the size of your form**
Measure the length and width of the form and enter the values (in inches) into the text boxes. Use decimals (e.g., 1.5, 3.8) to denote the dimensions. Most of your reports will be 8.5 x 11 to fit a normal sheet of paper.

**Fit as many as possible on a sheet of paper**
Selecting this option prints as many employee files as possible on each page of the form. Otherwise, the program will only print one employee's information per page.

After selecting this option, adjust your page size to represent the amount of space each employee file is going to use. For example, if each employee's information is to be printed across the page in one row, then the page size should be 1 inch or less. This way the program will fit as many employees at 1 inch each per employee, as possible on each page. This produces a report with rows and columns filling the entire page.

**Printing from an employee list**
If you plan to use an Employee List for the report, the program can total the amounts of the variables you place on the report form.

**Print each file as a separate report page**
Selecting this option will not give you the bottom line totals for all the employees on the list.

**Just print the totals of all files in the list**
This feature prints just the bottom line totals for the variables you added to the report.

**Do both of the above options**
This feature prints a list of each employee and their individual totals as well as giving you the bottom line total for the entire Employee List.

**Total after every**
This feature prints a sub-total after the specified number of employees you enter in the **Total after every** box.

## Understanding Fields

This section provides instructions for the three different types of fields you can add to your Freeform report templates.

The term *fields* describes any item that appears on your report, such as employee names, paycheck information, or anything that you created for your payroll such as Federal taxes, State taxes, Social Security, Health Insurance deductions, Retirement Plan contributions, etc.

There are three different types of fields that you can place on a custom report.

**Text**
These fields are simply text. They are used primarily for headers or identifying other types of fields. Text fields are commonly located above or next to each data field so that it can be identified by you or your employees. For details, refer to Text fields on page 6-24.

**Picture**
These are fields that contain graphics, such as your company logo or your signature. For details, refer to Picture fields on page 6-25.

**New**
These are fields that represent your payroll calculations and data. For details, refer to New data fields on page 6-25.

*To become familiar with the features in the Freeform Report Builder, you may wish to edit one of the sample report forms that came with the program. Use the sample report to practice adding, moving, aligning fields, etc., before actually creating your own customized report form. After experimenting, you can close the form without saving changes and the fields will return to their original positions.*

*When you are ready to set up your own report form, refer to* Creating Freeform reports on page 6-32 .

Both text fields and new fields may contain data in text or numeric format. Text and numeric formats are designed to align differently.

For example, text fields are aligned so they are *left justified*. That is, they are aligned according to the first letter of the field as shown below, where the *F* in Federal and the *N* in ND Tax are properly aligned.

> Federal Tax:
> ND Tax:

Numeric fields are *right justified*. That is, they are aligned according to the last number of the field as shown below, where the *4* and the *7* are properly aligned.

> 329.94
> 13.97

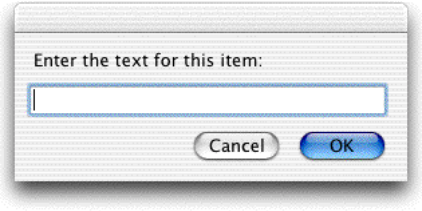
***Note:*** *Text representing a field will often override text for another field. The reason is that text like 'Date as MM/DD/YY' (16 characters) is much longer than the actual, such as 4/15/02 (7 characters).*

### Text fields

Text fields are fields that contain words. They are used primarily for headers or identifying other types of fields. Having a text field above or alongside each data field makes identification of the data easier for you or your employees. Text fields print on the report exactly the way they appear on the template.

#### Instruction Set 6–10: Adding a Text field

1 Select **Fields** > **Text Field**.




2 Enter text that describes the item you want displayed on the report.

3 Click **OK**.

The text you entered appears in the upper left corner of the report form.

4 Move the newly created Text field on your report by dragging the text field to its correct position. For details, refer to Moving fields on page 6-31.

*You can change the font and font style of your Text fields to further customize your reports.*

### Picture fields

Picture fields are fields that contain graphics, such as your company logo or your signature. They are a nice feature in that you can use to customize your report with unique designs that identify your company and report information. It is recommended that you add picture fields after all other text fields and numberic fields have been added, positioned and tested.

### Instruction Set 6–11: Adding a Picture field

1 While in a paint program or graphics viewer, copy your selected Pict Art or graphic into the Clipboard. (If needed, see your Macintosh reference manual for instructions on using the Clipboard).

2 Open the report form to which the Picture field will be added.

3 Select **Fields** > **Picture Field**.

The **Picture Field** command is grayed out if there is no picture in your Clipboard.

4 Move the Picture field to the desired location on the form template.

*If the Picture field is placed on top of a Text field, use the **Edit** > **Send to Back** and **Edit** > **Bring to Front** commands to re-position the fields correctly.*

*To make text visible over a picture, select the Text field and change the Style to **Outline**. This will white out the center of the text and make it visible on a black background.*

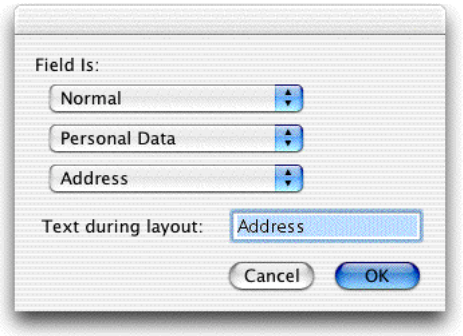
### New data fields

The New Field option allows you to add your deductions, employer paid contributions, extra income, or other items you've set up in the program to your report form.

### Instruction Set 6–12: Adding a New field

1 Open the Freeform report you want to add New fields to.

2 Select **Fields** > **New Field**.




The New field dialog allows you to select any variable in the payroll program and place them onto your report form template.

Options from the three pop-up menus create different combinations directly dependant on the initial selection.

3 From the pop-up menus, select the desired combination of items. If needed, refer to Field Is pop-up descriptions on page 6-26.

**What does “Text during layout” do?**
The ‘Text during layout’ text box defaults to the name of the item you select from the last pop-up menu. It is used to help you recognize which field is which on the form template. If you want, you can change the text by placing the cursor in the textbox and typing in the new text. When you print a Freeform report, the text entered here is not printed on the report.

4 Click **OK**.

The New field appears in the top left corner of your form template.

5 Move the field to its desired location.

6 Continue adding as many New fields as you need to complete the report form.

## “Field Is” pop-up descriptions

This section describes many of the options available in the new field dialog. In most cases, what you select in the top pop-up menu controls the selection of options that become available in the other two pop-ups.

**Normal**
Prints the information for that field into the space provided on the report form.

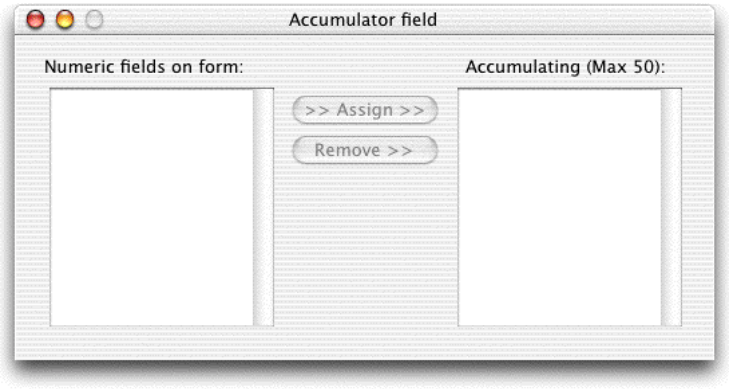
**Year to Date**
Calculates the year-to-date total values and displays the amount in the space provided. A “•” (bullet) character identifies YTD fields.

**Fiscal YTD**
Calculates the fiscal year-to-date total value for this field and displays the amount in the space provided. Fiscal YTD fields are identified by a " (quotation mark) character.

**Hours**
Place the hours for this variable into the space provided instead of the dollar amount. Hours fields are denoted by a Δ (triangle) symbol.

**Accumulated**

An Accumulated field allows you to add up other fields you have already placed on the form. You can combine up to fifty (50) different fields for your own customized calculations. When you select the Accumulated field, the following dialog will appear.




The Accumulator field dialog allows you to select variables from the left list and assign them to the accumulated fields on the right side.

The variables you select will be added together to produce the accumulated variable. For example, an accumulation can be used to create a total liability field to add up your total tax deposit for the pay period.

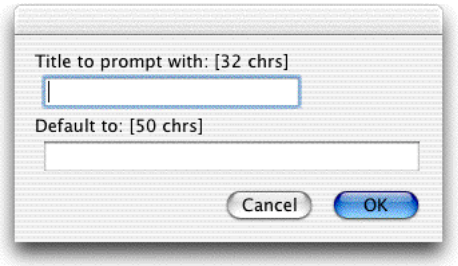
After assigning your fields to the right side, click the close button/box in the upper left corner.

Enter a title in the **Text during layout** textbox for your "accumulator" field. Keep the title short if possible, in order not to clutter up the form template.

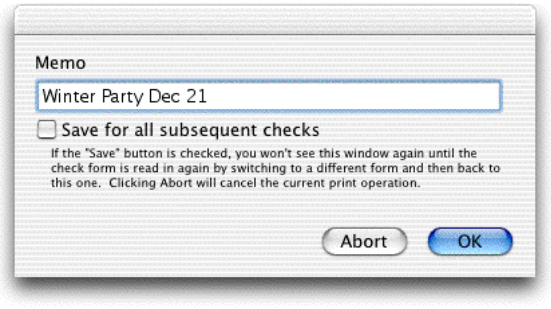
When you click **OK**, the field will appear on the report form with a "∑" character next to it signifying that the field is an accumulated field.

**Prompted**

A Prompted field type allows you to enter information just before printing a report. A "¶" (paragraph mark) character is displayed alongside prompted fields as an identification mark. A memo is the best example of how to use this field.



A prompted Enter Memo dialog appears when you run the report. At this time, you can fill in the text for this field (the text appears on the report).


Memo
Winter Party Dec 21
Save for all subsequent checks
If the "Save" button is checked, you won't see this window again until the check form is read in again by switching to a different form and then back to this one. Clicking Abort will cancel the current print operation.
Abort
OK

If this text will be the same for each of your employees, you can mark the **Save** check box.

**Pay Rate**
A field will be included on the report showing the employee's pay rate.

**YTD Hours**
Prints the employee's regular YTD Hours on the report.

**Fiscal YTD Hours**
Prints of the employee's Fiscal YTD Hours on the report.

**Applicable Wages**
Wages that are applied to whatever deduction or employer-paid contribution selected in the bottom pop-up menu. This option becomes active whenever Deduction Types or Emplr. Cont. Types is selected from the middle pop-up menu.

**Applicable Tips**
These option applies to Social Security or Medicare. It becomes active whenever Deduction Type or Emplr. Cont. Types is selected from the middle pop-up menu.

**Overtime Hours/D. Overtime Hours**
These fields allow you to print your employee’s hours and amounts for both overtime and double-overtime.

**Overtime Hours/D. Overtime Amounts**
These fields allow you to print your employee’s pay rates for both overtime and double-overtime.

***Note:*** *Available options in both the middle and top pop-ups are directly affected by the choices you make. If an option is grayed out on either pop-up menu, it does not apply to the criteria you are setting in the next.*

*Middle pop-up menu options:*

**Personal Data**
The Personal Data category allows you to add fields to your report that utilize information from the Employees tab window as well as the Personal Info dialog.

**Paycheck Data**
The Paycheck Data option allows you to display information that is normally found on the employee paycheck. The Adjusted Gross field is only used when you are sheltering deductions. The adjusted gross is the actual gross pay that the deductions were based on.

**Income Sources**
The Income Sources category allows you to add to the report any of the extra income sources you have created.

**Deduction Types**
The Deduction Types category allows you to add to the report any of the deductions you have created.

**Employer Contribution Types**
This type allows you to add any of your employer paid contributions to the report form.

**Other Types**
The Other Types category are miscellaneous fields that do not fit in any other category. Many of these fields can be used in the header or footer of a report.

**Regular Pay Types**
These fields display income items that do not appear as extra income.

**Deduction Groups**
These are fields that total groups of items together, providing you properly classify them into a group when you set a deduction up. For example, if you use more than one state tax table, you will have a separate field available in the Deductions menu for each state tax. The State field from the Deduction Groups options will total all the state tax amounts.

**Active Income Fields**
This option is not available in Freeform Report Builder. It is part of the Freeform Report Builder utility.

**Employer Paid Groups**
This type of field works like the Deductions Groups field above, only it is used with Employer Paid Contributions.

**Liability Checks**
This option makes available all fields that relate to liability checks.

*Bottom pop-up menu options*

The bottom pop-up menu in the New Fields dialog contains options specific to your company. What is available here depends on the choices made in the above two pop-ups.

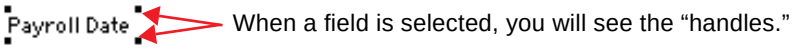
For example, if you have selected Personal Data in the middle pop-up, the choices in the bottom menu reflect Employee personal data items such as hire date, contact name and address, and pay period. If you have selected Deduction Types, on the other hand, the choices reflect items such as Federal Income Tax, Medicare, and Social Security.

## Field maintenance

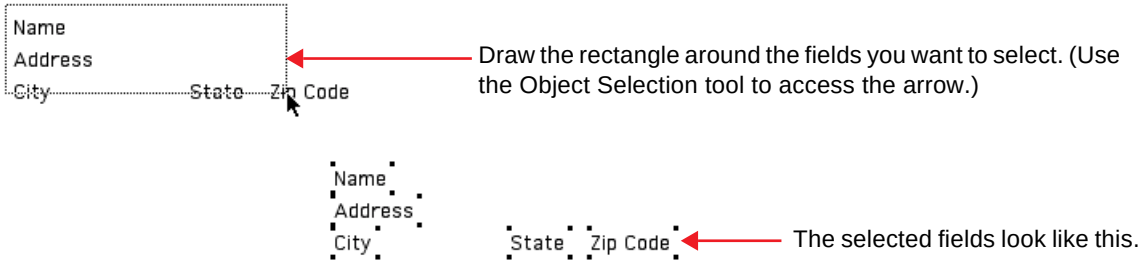
Once a field has been placed on your report form template, there are many things you may do it get it to print the way you want. For example, you may want to change the font or you may need to use the align feature to properly align a column of data. Feel free to experiment with the different methods for managing Freeform fields described in this section.

### Selecting fields

To select a single field, click the mouse pointer anywhere on the text of the field.




To select multiple fields, hold down the SHIFT key while clicking the mouse pointer on the text of the fields. You can also “draw” a rectangle around the fields that you want to select as illustrated below. Note that you don’t have to completely draw around the field, as long as the field is touched by the dotted rectangle, it will be selected. You will note that each item you select has “handles” on the corners.




### Editing fields

Throughout the process of creating a customized report, there may be times when you need to edit or modify an existing Text or New field.

#### Instruction Set 6–13: Editing a field

1 Open the Freeform report that has a field you want to edit.

2 Double-click the field (Text or New) that needs to be edited.

3 In the dialog that appears, edit the field as needed.

- If you are editing a Text field, type in the new text or edit the existing text.
- If you are editing a New field, select the appropriate options in the pop-up menus.

4 Click **OK**.

### Deleting fields

There may be times when you decide you need to remove a field from a report you have created.

#### Instruction Set 6–14: Deleting a field

Listed below are two ways to remove a field from a report form template:

- Select the field(s) to remove, then select **Edit** > **Clear**.
- Select the field(s) to remove, then press the **DELETE** key on your keyboard.

### Duplicating fields

There may be times when you want to duplicate a field. All types of fields, including Picture and Text fields, can be duplicated.

#### Instruction Set 6–15: Duplicating a field

Listed below are two ways to duplicate a field on a report form template:

- Select the field(s) to duplicate, then select **Edit** > **Duplicate**. The duplicated field appears on the report. Move the field where you want it to print.
- Select the field(s) to duplicate, then select **Edit** > **Copy** to copy the field to the Clipboard. Select **Edit** > **Paste**. The duplicated field appears in the top left corner of the report form. Move the field where you want it to print.

### Moving fields

Once a field has been placed onto a report form, there are several ways to move the field into its correct position.

#### Instruction Set 6–16: Moving fields

There are four different ways you can move a field.

- Click the mouse pointer anywhere on the text of the field. When the handles (four squares at the corners of the field, see below) appear, click the field while holding the mouse button down. Drag the field into the new position (a show box will show you where the field will be placed), and let up on the mouse button.

- You can move any item or group of items by selecting them and using the arrow keys located at the bottom right corner of your keyboard to move the item(s). This will move the item 1/72 of an inch.
- Select the field(s) to move. Then while holding down the **COMMAND** key, use the arrow keys to move the selected field(s).
- Select the field(s) to move.Select **Edit** > **Cut** (the field will be cut to the Clipboard). Use your mouse to select the new location for the field(s). Select **Edit** > **Paste** to place the field(s) back on the form.

### Aligning fields

Use the **Align** feature to align multiple fields to either the left, right, top, or bottom.

#### Instruction Set 6–17: Aligning fields

1 Open the Freeform report that needs to be modified.

2 Select the fields you want to align.

3 Select **Edit** > **Align**.

4 In the Align dialog, set the horizontal and/or vertical alignment options as needed.

5 Click **OK**.

### Changing fonts and font styles

You can further customize the form by choosing the individual font and size of each field on the report. All fields can be the same font and size, or each field can be different.

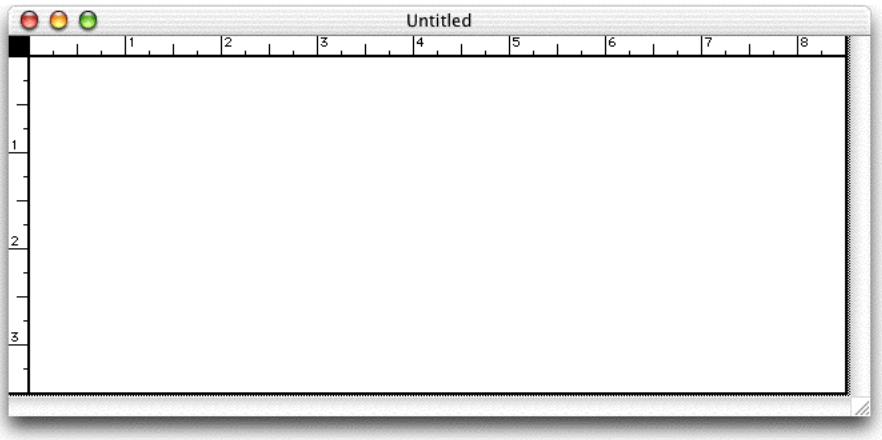
To set the font or size of a field before you place it on the report form, use the **Font** and **Style** menus to select the desired setting before defining the field. To change a font or size after a field has been placed on the form, select that field by clicking on it and use the Font or Style menus to change the setting. Use the **Other** command in the Style menu to set a font size that is not available from the menu. This would be used to enter a very large font size.

## Creating Freeform reports

The following instruction set is meant as a lesson to guide you through the process of designing a report template from scratch. The report will be set up using an Employee List and print out all of the employees in rows and columns on one page. As part of the lesson, you will learn how to designate fields to represent report items and how to place them on the report. When you want to design your own customized reports, simply use the information you learned in this lesson.

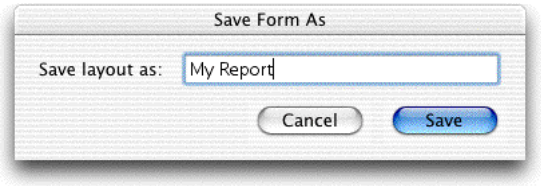
#### Instruction Set 6–18: Creating a Freeform report

1 In the **Reports** tab window, click the **Freeform Report** button.



2 Select **File** > **Save As**.

3 In the **Save Form As** dialog that appears, enter a descriptive name (e.g., Sample Report Design) for your report form.

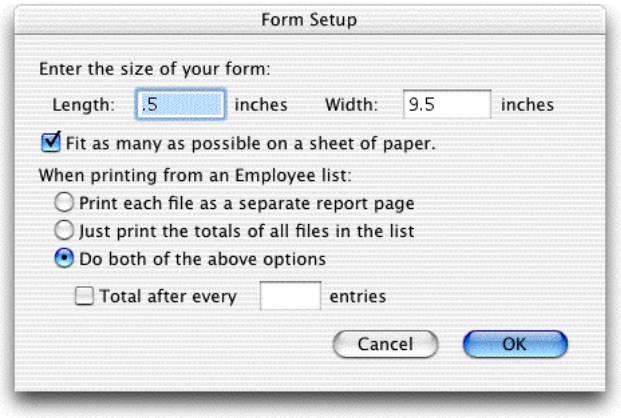



4 Click **Save**.

5 (Optional) Select the commands in the **Display Options** menu that you want to use. For detailed information, refer to Display Options on page 6-21 .

6 Select **File** > **Form Setup**.

7 In the Form Setup dialog, set up the options as illustrated below. For details on the options in this dialog, refer to Form Setup options on page 6-22 .


Form Setup
Enter the size of your form:
Length: .5 inches
Width: 9.5 inches
Fit as many as possible on a sheet of paper.
When printing from an Employee list:
Print each file as a separate report page
Just print the totals of all files in the list
Do both of the above options
Total after every entries
Cancel
OK

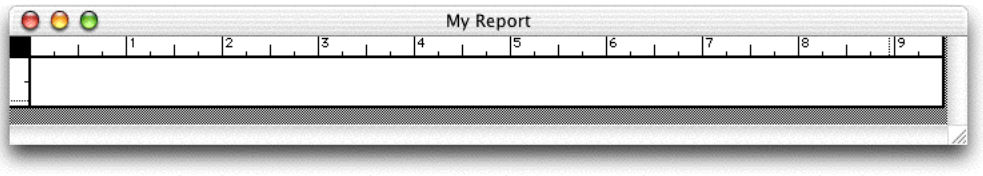
**Size**
Since this report will print all the employees in rows and columns on one page, enter a page size that represents the length and width that is necessary for one employee's information. Enter .5 inches for the length and 9.5 inches for the width. The length of the form is very short because it will be repeated for each employee on the list to fill the whole page.

**Fit as many as possible...**
Click the **Fit as many as possible on a sheet of pape**r check box so the program prints the information for as many employees as possible on one page.

**When printing from an Employee list**
Click the **Do both of the above options** radio button.

8 Click OK.

The report screen should re-appear as shown below

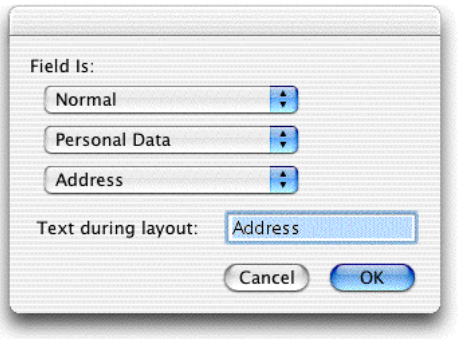



Since this report template is only .5 inches long vertically, it only takes up the top part of the screen.

9 Add the New fields to the form template.

***Note:*** *For details on each of the different field types, refer to the section called* Understanding Fields on page 6-23.

a Select **Fields** > **New Field**.




b Select a field to add to the report by using the top, middle, and bottom pop-up menus.

The name of the field you select will be displayed in the **Text during layout** textbox.

c Click the **OK** button.

The selected field appears in the top left corner of the report.

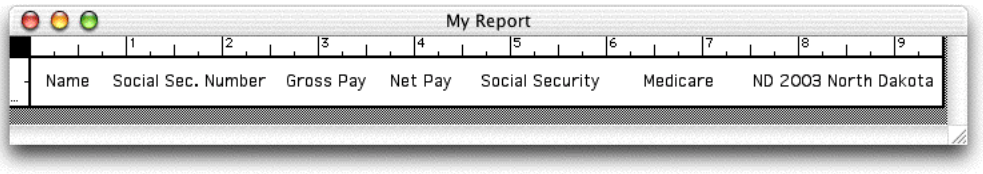
d Move the new field into its proper location on the report.

e Repeat steps a - d, selecting the new fields to add as you go.

Place the following fields across the top of the report form as shown below.

| Top pop-up menu | Middle pop-up menu | Bottom pop-up menu |
|---|---|---|
| Normal | Personal Data | Name |
| Normal | Personal Data | Social Security # |
| Normal | Paycheck Data | Gross Pay |
| Normal | Paycheck Data | Net Pay |
| Normal | Deductions | Social Security |
| Normal | Deductions | Medicare |
| Normal | Deductions | Your State Tax |

They should appear as shown:




10 Add a header to the report. To do so:

a Select **Fields** > **Open Header**.

b Select **Fields** > **Text Field**.

c Enter the text for the field in the dialog.

Repeat the procedure, creating a Text field for each of the columns on your report. Give each column a descriptive name and place them in the header the same way the data will appear on the report.

d After lining up the column headings in the Header window, click the close button/box.

e Select **Header** > **Show Header**.

The new fields that you placed on the report form as well as the header columns will be displayed. If necessary, move the new fields so that they line up with the column titles, then click the close button/box.

11 Select **File** > **Save** to save your report.

Refer to Headers and footers on page 6-36 for information on saving reports.

12 Select **File** > **Quit to Payroll** to return to the **Reports** tab window.

13 Select **File** > **Page Setup**.

For this particular report, set the page orientation to **Landscape**, then click **OK**.

***Note:*** *The landscape page orientation allows you to have more report items across your report because the report is printed out horizontally.*

14 In the **Reports** tab window, select your new report from the **Reports** scrolling list.

15 Click the **Print Report** button.

16 If needed, go ahead and modify the report. For details, refer to Editing Freeform reports on page 6-37.

## Headers and footers

You can set up your Header and/or Footer lines to print out most any descriptive information you may want.

### Adding headers to reports

By using headers, you can add items such as the date, company information, column headings, and page numbers to the top of each page of the report.

#### Instruction Set 6–19: Adding a header to a report

1 Open the Freeform report you want to add a header toby selecting the report from the Report List and click the **Edit Report** button.

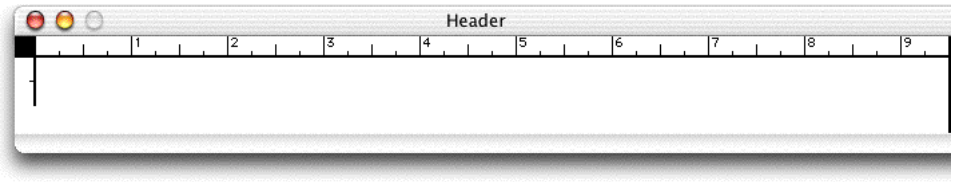
2 Select **File** > **Form Setup**.

3 Select the **Fit as many as possible on a sheet of paper** option.

4 Click **OK**.

5 Select **Fields** > **Header** > **Open Header**.

The Header dialog will appear at the top of your report form.




Headers here work the same way as headers in word processing programs.

6 Add any of the fields (Text, Picture, New) normally available to a regular report form to the Header. The header will be printed at the top of each page of your report.

***Note:*** *You can remove a header from a report by selecting* ***Fields*** > ***Header*** > ***Remove Header.***

### Adding footers to reports

Use footers to customize your reports by adding items such as the date, company information, column headings, and page numbers to the bottom of each page of the report.

#### Instruction Set 6–20: Adding a footer to a report

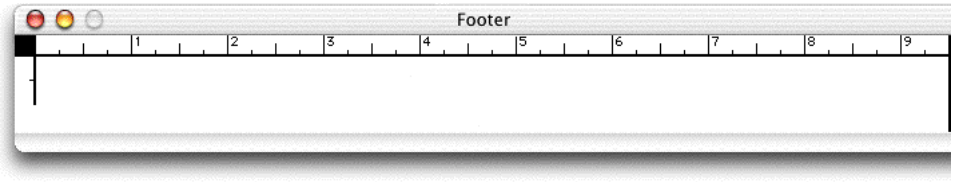
1 Open the Freeform report you want to add a footer to.

2 Select **File** > **Form Setup**.

3 Select the **Fit as many as possible on a sheet of paper** option.

4 Click **OK**.

5 Select **Fields** > **Footer** > **Open Footer**.




Footers here work the same way footers work in any other word processor programs.

Add any of the fields (Text, Picture, New) normally available to a regular report form to the Footer. The footer will be printed at the bottom of each page of your report.

***Note:*** *You can remove a footer from a report by selecting Fields > Footer > Remove Footer.*

## Saving Freeform reports

It is recommended that you save your report form before adding fields to it.

### Instruction Set 6–21: Saving a Freeform report

1 While in the Freeform report window, select **File** > **Save As**.

2 In the dialog that appears, enter a descriptive name for your report.

3 Click the **Save** button.

4 If you are using a single company payroll program, the report is automatically saved in the **Reports *f*** folder. If you are using a multi-company payroll program, you will be prompted to save the report in either the **Reports *f*** folder or the **Shared Reports *f*** folder.

***Note:*** *After naming/saving a form template, use the **Save** command to save any changes you may make to it.*

## Editing Freeform reports

Use the following instructions to modify (e.g., add fields, move fields, etc.) any of your Freeform reports.

### Instruction Set 6–22: Editing a Freeform report

1 In the **Reports** tab window, select the report you want to edit from the **Reports** scrolling list.

2 Click the **Edit** button.

3 Make the necessary changes to your report.

4 Select **File** > **Save** to save your changes.

## Troubleshooting Freeform reports

If your Freeform report does not print out as you want it to, try the following suggestions to correct the problem.

- Select the field(s) you want moved and drag them to the desired location.
- Use the Form Setup dialog to change the size of the form.
- Use the Page Setup dialog to change the report orientation.

CHAPTER 7

# Liabilities

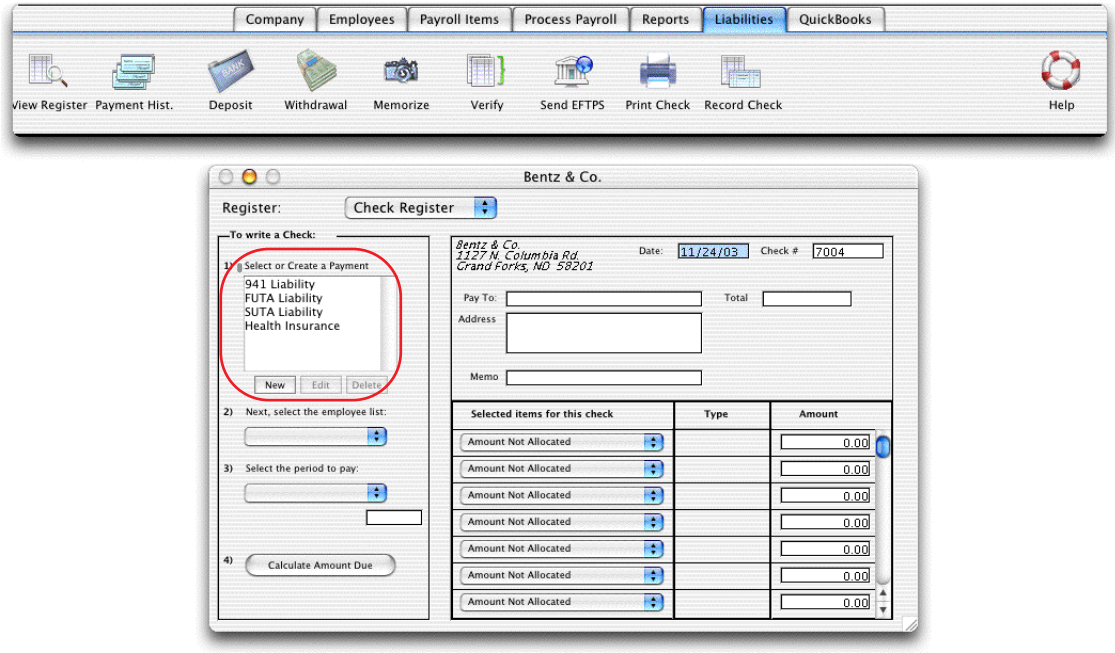
## Chapter overview

The following information is covered in this chapter:

- Using the Liabilities tab window to create payments and write/print liability checks
- Using the Print Liability Checks window to print checks
- Using a check register
- Viewing your liability payment history
- Using liability registers

# Liabilities overview

The options in the **Liabilities** tab window allow you to setup your liability payments as well as write and print/ record them.




The Payment portion of the Liabilities tab window is where you create, edit and delete those liabilities you pay on a regularly (e.g., 941 deposit). For details, refer to Creating liability payments on page 7-3 .

When you use a payment to write a check, the program, if applicable, calculates the amount of the check using data extracted from your pay history records. The total amount of the check is inserted into the Total field and the amounts of the payroll items are allocated to the appropriate liability registers. The program then tracks the amount of the payment for reports, such as the 941. For details, refer to Writing/printing liability checks on page 7-5.

Finally, another benefit of the Payment feature is that when you write a check using a payment, the recorded payment is maintained in the **Payment History** window for quick viewing. For details, refer to Viewing your liability payment history on page 7-9 .

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***Note:*** *You can use the "check" portion of the window to write/record miscellaneous checks that don't need to be calculated or tracked for reports.*

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*If you want the program to track your liability payments for a report such as the 941, you need to decide at what point you want to begin tracking the payments. You also need to know how many prior checks you need to enter into the system.*

*For example, if you begin using the payroll program sometime during the second quarter and you want to track your 941 deposits for the 941 report, you need to enter all prior second quarter 941'liability payments into your check register. If there are only a few days left in the quarter, you may want to wait until the next quarter to begin tracking your liability payments. The point is that if any 941 payment is missing from the check register for the quarter you are processing the 941 report, the deposit amount on your 941 report will not be accurate.*

**Automatically printing liability checks:**

If the option **Automatically print liability checks** is selected in the **Printing Preferences** and you process payroll for at least one employee, a window appears when you quit the program that allows you to print your liability payment(s). For details, refer to Printing liability checks on page 7-7. (This feature is available only for Aatrix Top Pay and Ultimate Payroll users.)

**Using check registers:**

The name of the check register you created during the installation routine is displayed in two separate locations:

- In the **Defaults** portion of the **Company tab window**
- In the **Register** pop-up menu of the **Liabilities tab window**

*You do not have to maintain a separate check register in payroll. The program however, does require you to select a default register for recording purposes. So even if you choose not to maintain a check register, you must have one selected in the **Defaults** portion of the **Company tab window.***

## Liability payments

The advantage of using the liability payment feature is twofold:

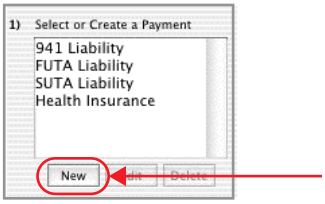
- The program can calculate the amount of the check for you and track the data for particular reports, such as the 941 report.
- Your recorded "liability payment" checks are displayed in the Payment History window. This allows you to see which payments you have already made. For details, refer to Viewing your liability payment history on page 7-9.

### Creating liability payments

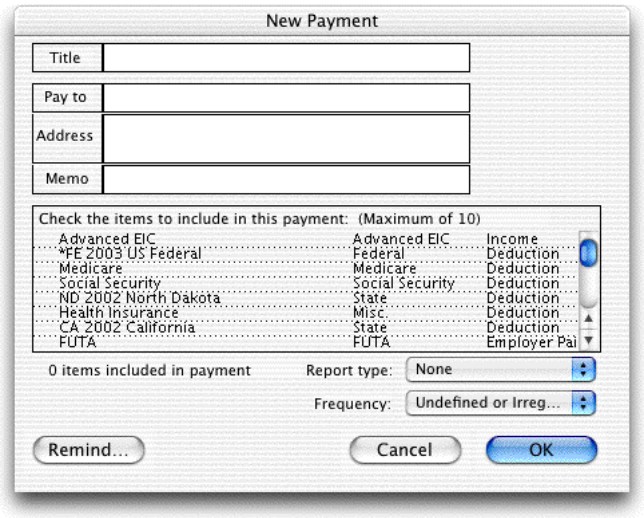
For payments that occurs on a regular basis (e.g., 941 liability payment, 401K deposit), we recommend that you create a payment to use whenever you write a check for the payment.

#### Instruction Set 7–1: Creating a liability payment

1 In the **Liabilities** tab window, click the **New** button located below the Payments list.



2 Enter the general information for this payment.




**Title**
Enter a descriptive name for your payment.

**Pay to and Address**
Enter the name and address of the payee.

In order for the address to print on the check, the checkform template you use must have an address field on it.

**Memo**
What you enter in the optional Memo field is recorded with your transaction in the check register, it does not print on the check.

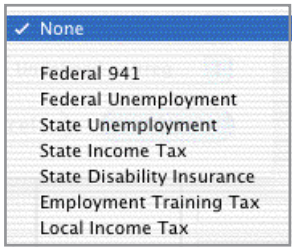
**Remind**
Click the Remind button if you want to create a reminder for this payment. For details, refer to Setting up reminders on page 11-4.

3 Select (√) the payroll items you want included in the payment.

This step is very important because the program calculates the amount of the payment based on what payroll items you select. To select an item, click the name of the payroll item and a √ will appear next to the item name. To unselect a payroll item, click the item again. You can set up to a maximum of ten payroll items to include.

4 From the **Report type** pop-up menu, select the type of report the payment is associated with.

The Report type option allows you to track the amounts of your payments (e.g., 941 tax deposit) for specific reports (e.g., Form 941).



Select the **None** option if you are setting up a payment that does not appear in the pop-up menu (e.g., 401K Plan). The title of the payment will be used in the Payment History window.

5 From the **Frequency** pop-up menu, select how often you make this payment.

6 Click **OK**.

7 A window will appear that displays the payment settings. Click **Continue** if the settings are correct or **Cancel** to go back and correct them.

The title of the payment is added to the Payments list. For details on using payments when writing checks, refer to Writing/printing liability checks on page 7-5 .

### Editing liability payments

There may be times when you need to edit the setup of an existing payment. For example, the payment schedule for your 401K deposits changed, so you need to correct the frequency of payment.

#### Instruction Set 7–2: Editing a liability payment

1 In the **Liabilities** tab window, select the payment you wish to edit from the Payments list.

2 Click the **Edit** button.

3 In the window that appears, make the changes you want, then click **OK**.

### Deleting liability payments

At some point, you may find that you want to delete an existing payment because it is no longer needed.

#### Instruction Set 7–3: Deleting a liability payment

1 In the **Liabilities** tab window, select the payment you wish to delete from the Payments list.

2 Click the **Delete** button.

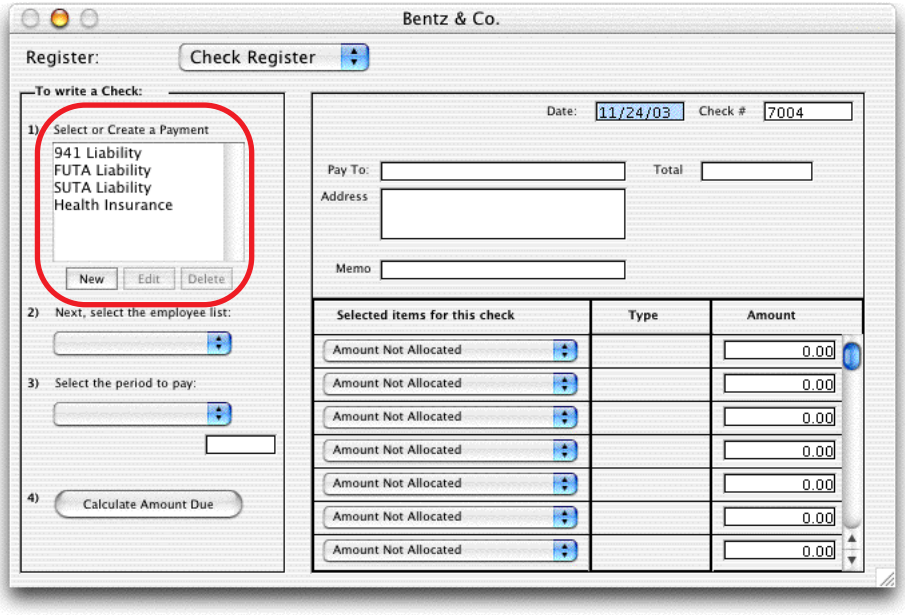
3 A window will appear asking if you are sure you want to delete the selected payment. Click **Yes** to delete the payment, or click **No** if you decide not to delete this payment.

## Writing/printing liability checks

You are not required to use payments to write liability checks, however, the following instruction set assumes you have already set up a payment for the check you are writing. If you have not yet set up a payment, refer to Creating liability payments on page 7-3 for details.

## Instruction Set 7–4: Writing/printing a liability check

1 In the **Liabilities** tab window, select the payment you are writing a check for from the **Payments** list.




2 Select which **Employee List** the program should use when calculating the payment amount.

***Note:*** *If you are writing a "miscellaneous" check in which the amount does not need to be calculated from your pay history data, or if it's not a payment you want to track via the* ***Payment History*** *window, you can fill in the check fields (e.g., Check #, Pay To, Total, Memo, etc.). After entering the check information, go ahead and print and/or record the check.*

3 Select the **Period** the program should use when calculating the payment amount.

4 Click the **Calculate Amounts** button.

The program fills in the check fields using information gathered from the pay history records of all employees on the selected Employee List for the period you designate.

5 (Optional) To confirm that the amount of the payment is correct, click the **Verify** button and print the **Verification Report**.

Based on the period setup and selected Employee List, the Verification Report lists the following: total amount of payroll items allocated for each Pay Period, amounts of the payments already recorded, amount of the current payment, and the difference between these amounts.

The difference amount should be zero. If it is not, examine all the payroll and liability checks recorded during the selected period and determine where the error is. Then you need to make the appropriate corrections.

6 Click either the **Print Check**, **Record Check** or **Send EFTPS** button.

**Print Check**
Align a checkform in your printer, then click the **Print Check** button. In standard print window that appears, click the **Print** button. Once the check has been printed, it will be recorded into the selected check register.

**Record Check**
If you would like to enter the check directly into your register without actually printing it, fill in the necessary fields. Then click the **Record Check** button. The check is recorded in the currently selected register.

**Send EFTPS**
Click the **Send EFTPS** button if you are transmitting a federal liability payment to the Aatrix EFTPS Service. For complete details, refer to Chapter 14, *Aatrix EFTPS*.

## Printing liability checks

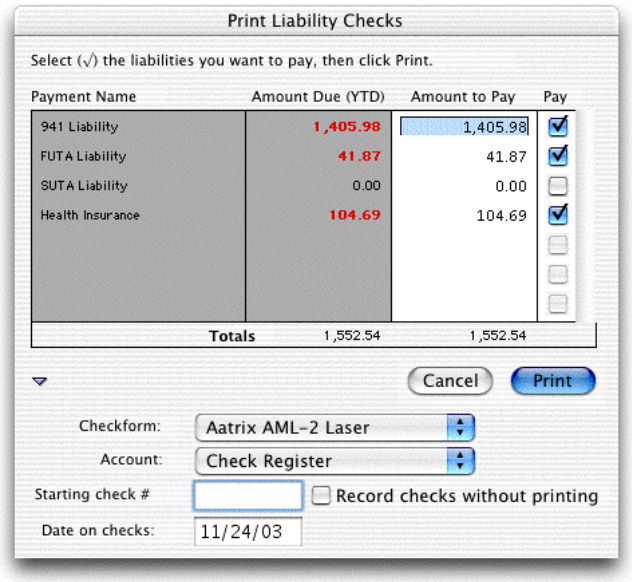
In addition to printing your liability checks from the **Liabilities** tab window, you can also print them from the **Print Liability Checks** window. (This feature is available only for Aatrix Top Pay and Ultimate Payroll users.)

### Instruction Set 7–5: Printing liability checks

*In order for the Print Liability Checks window to appear, the option labeled **Automatically print liability checks** must be selected in Printing Preferences.*

1 Process payroll for at least one employee.

2 When you are done using the payroll program, select **Aatrix Payroll** > **Quit Payroll**. A window similar to the following will display.

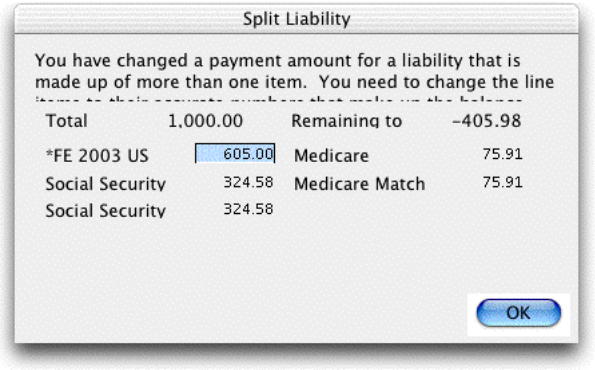



The **Print Liability Checks** window displays the names of your liability payments, the amount due for each payment, a field to enter the amount you want to pay towards the liability amount, and a Pay column where you select which liabilities you want to pay.

If you don't want to print your liability checks now, click **Cancel**. You can pay them later using the options in the Liabilities tab window.

3 In the **Pay** column, select (√) the liabilities you want to pay.

4 If you don't want to pay the entire amount of a liability at this time, click on the amount you want to change in the **Amount to pay** column, enter the amount you want to pay, then press tab. The following window may appear in which you need to allocate an amount to each item.


Split Liability
You have changed a payment amount for a liability that is made up of more than one item. You need to change the line
Total 1,000.00 Remaining to -405.98
*FE 2003 US 605.00 Medicare 75.91
Social Security 324.58 Medicare Match 75.91
Social Security 324.58
OK

5 Setup the printing options, then click the **Print** button.

**Checkform**
Select the checkform you want to use to print your liability check(s).

**Register**
Select the check register you want the liability check(s) posted to.

**Starting check #**
Enter the starting check number you want printed on the check.

**Record checks without printing**
Select this option if you want to record the check(s) directly into the selected check register without printing.

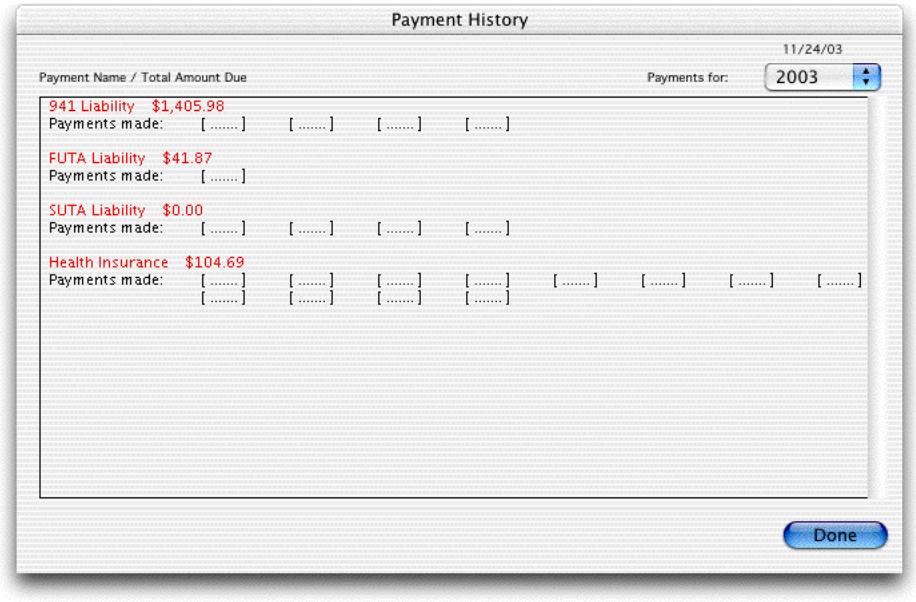
**Date on checks**
Enter the date you want printed on the check(s).

6 If you chose to record the liability checks without printing, the program enters the checks into the selected check register, otherwise the standard Print window appears allowing you to print the checks.

## Viewing your liability payment history

To view the Payment History window, click the **Payment History** button in the **Liabilities** tab window, or select **Utilities** > **Payment History**.

For each liability payment you have set up in the Liabilities tab window, the **Payment History** window displays the dates of your recorded liability checks, as well as the amount due for the year-to-date.


Payment History
11/24/03
Payment Name / Total Amount Due
Payments for:
2003
941 Liability $1,405.98
Payments made: [ ..... ] [ ..... ] [ ..... ] [ ..... ]
FUTA Liability $41.87
Payments made: [ ..... ]
SUTA Liability $0.00
Payments made: [ ..... ] [ ..... ] [ ..... ] [ ..... ]
Health Insurance $104.69
Payments made: [ ..... ] [ ..... ] [ ..... ] [ ..... ] [ ..... ] [ ..... ] [ ..... ] [ ..... ]
[ ..... ] [ ..... ] [ ..... ] [ ..... ]
Done

**About the Payment History window:**

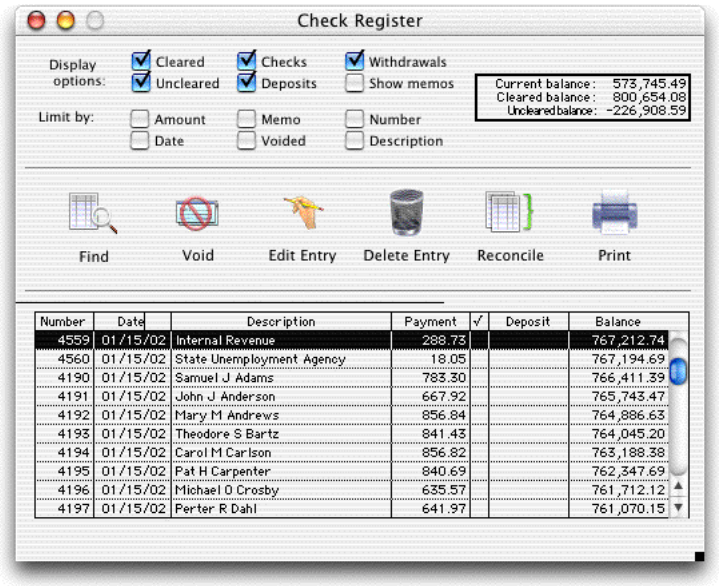
- The brackets ({.....}) indicate the number of remaining payments. You can designate the “Frequency” (e.g. quarterly, annually) of your payments when you setup your payments. When you make a payment, the next bracket is replaced with the date of the payment. Brackets are not used for payments setup with a frequency of “Undefined or Irregular”.
- The Payment History window defaults to automatically open every time you launch your payroll program. If you want, this option can be disabled in **Program Preferences**.
- In order for your payments to appear in the **Payment History** window, you must have a report type selected when writing checks in the **Liabilities** tab window.

# The Check Register window

The **Check Register** window displays both your payroll and liability check information in much the same format as your regular checkbook register.

To open a check register, click the **Liabilities** tab. From the **Register** pop-up menu, select the register you want to open, then click the **View Register** button.

The Check Register window displays the transactions in the same format as your regular checkbook register. You can use the scroll bar at the right to scroll through your transactions.




**About the Check Register window:**

- The program automatically opens the register to the last transaction in the register.
- The Display and Limit by Options at the top part of this window allow you to display your transactions based on the criteria you select.
- To mark a transaction as cleared (√), you must balance your check register with your bank statement in the Reconcile window.
- If Direct Deposit was used to deposit employee paychecks, the letters DD will appear in the Number field.
- To close the register, click the close button/box in the upper left corner.

## Viewing options

Note the viewing options (**Display** and **Limit by**) in the top portion of the Check Register window. These options allow you to view your registers based on criteria you select. For example, you can set the register to display only uncleared checks. The **Display** and **Limit by** options are detailed in this section.

### Display options

The Display options can be used to display entries based on the criteria you select. You can choose more than one option, giving you many possible combinations. Marking a checkbox means that any entry that fits the selected category will be displayed.

**Cleared**
Cleared transactions are those transactions that have appeared on your bank statement. The program will mark (√) a transaction in the register when you mark a transaction as cleared in the **Reconcile** screen.

**Uncleared**
Uncleared transactions are those entries that have not appeared on a bank statement and that you have not marked as cleared in the **Reconcile** screen.

**Checks**
Check this box to display checks you have entered into the register.

**Deposits**
Check this box to display deposits you have entered into the register.

**Withdrawals**
Check this box to display withdrawals you have entered into the register.

**Show Memos**
Check this box to display the memo fields in the register.

### Limit by options

Use the **Limit by options** to further define and specify the types of transactions displayed in the register. You are allowed to choose more than one option, giving you many possible combinations.

**Amount**
Limits transactions that are displayed in the register according to a specific amount. Allows you to view transactions that match, is less than, is more than, or is between the amount you select.

**Date**
Limits transactions that are displayed in the register according to a specific date. Allows you to view transactions that match, is before, is after, or is between the date you select.

**Number**
Limit transactions that are displayed in the register according to a specific check number. Allows you to view transactions that match, is before, is after, or is between the check number you select.

**Description**
Limit transactions that are displayed in the register according to a specific description. Allows you to view transactions that contains, starts with, ends with, or matches the description you select.

**Memo**
Limits transactions that are displayed in the register according to a specific memo. Allows you to view transactions that contains, starts with, ends with, or matches the memo you select.

**Voided**
Displays only the voided transactions in your check register.

***Note:*** *To return to the original register display, click the* ***Stop limiting*** *button*

## Managing check registers

Managing a check register can involve many different actions. For example, you will need to record deposits and withdrawals if you want to keep an accurate balance. Also, you may find there are times when you need to void a check. This section describes those actions that are involved in managing a check register.

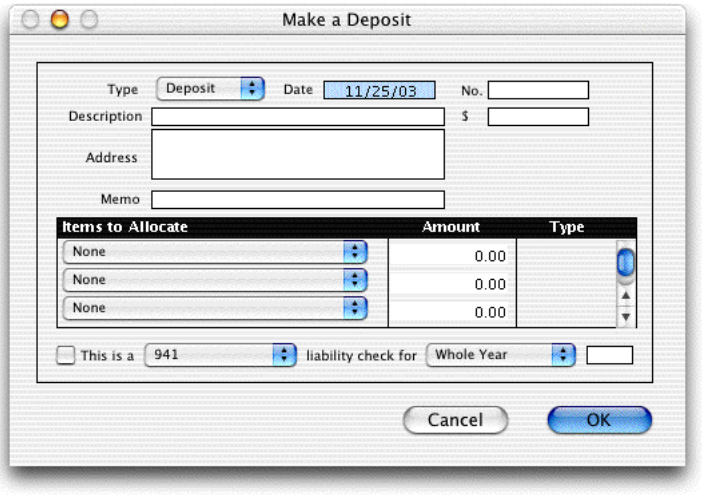
### Entering deposits

In order to maintain an accurate check register balance, you need to record all deposits that you make into the checking account.

#### Instruction Set 7–6: Entering a deposit

1 In the **Liabilities** tab window, select the register you want from the **Register** pop-up menu.

2 Click the **Deposit** button to display the following window.




3 Fill in the following deposit information:

**Date**
Enter the date of the deposit. The program defaults to today's date.

**Description**
Enter a brief description of your deposit. This description will appear in the register.

**Amount**
Enter the amount of the deposit in the **$** field.

**Memo**
Enter an optional brief memo to your deposit entry.

4 Click **OK**.

The deposit is entered into the selected check register.

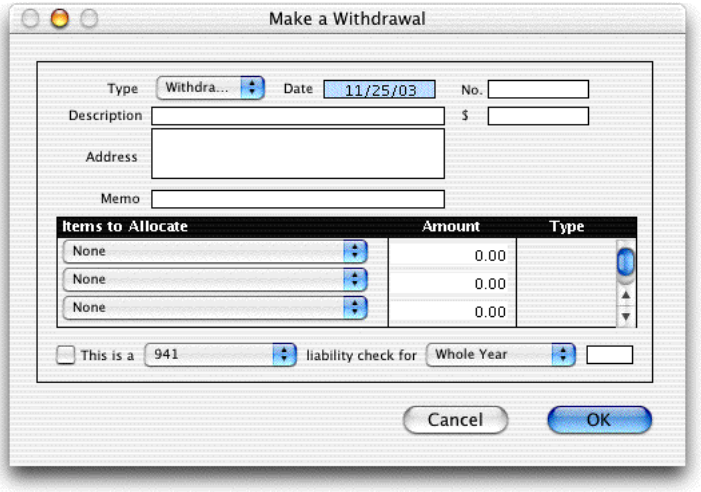
### Entering withdrawals

In order to maintain an accurate check register balance, you need to record all withdrawals that you make from the checking account.

### Instruction Set 7–7: Entering a withdrawal

1 In the **Liabilities** tab window, select the register you want from the **Register** pop-up menu.

2 Click the **Withdrawal** button to display the following window:




3 Fill in the following withdrawal information

**Date**
Enter the date of the withdrawal. The program defaults to today's date.

**Description**
Enter a brief description of your withdrawal (e.g., Service Charge). This description will appear in the register.

**Amount**
Enter the amount of the withdrawal in the **$** field.

**Memo**
Enter an optional brief memo to your withdrawal entry.

4 Click **OK**.

The withdrawal is entered into the selected check register

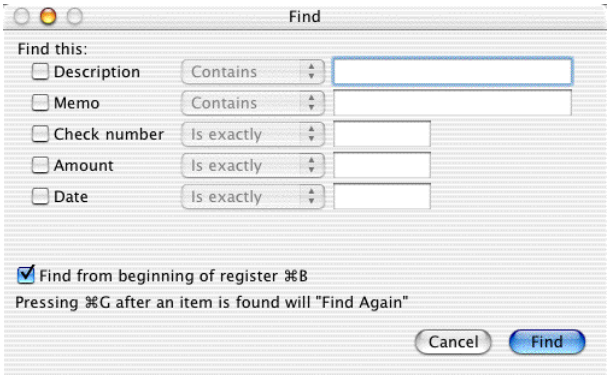
## Finding entries

The **Find** feature allows you to locate a specific entry in your register by using the description, memo, check number, amount, and date of the entry as criteria for the search.

### Instruction Set 7–8: Finding an entry

1 Access the **Check Register** window by clicking the **View Register** button.

2 In the Check Register window, click the **Find** button to display the following window.




3 Select the categories you are searching (e.g., Description, Date).

4 Use the pop-up menus next to each category to define the parameters of your search.

5 Type your search criteria in the text boxes.

**Description**
Use this option to find entries that match or contain the description you enter. The program also finds partial matches. For example typing in “pay” will find “paycheck” and “payroll”.

**Memo**
Use this option to find entries that match or contain the memo you enter.

**Check number**
Use this option to find entries that match, come before, come after, or is between a specific check number you enter.

**Amount**
Use this option to find entries that are equal to, less than, more than, or between an amount you specify.

**Date**
Use this option to find entries that occur on, before, after, or between a specific date.

6 Mark the **Beginning of Register** checkbox if you want to start the search from the very beginning of the register.

To start your search from a particular entry in the register, select that entry, then click the **Find** button.

7 Click **Find**.

The program will locate and highlight the first entry in the register that matches your criteria. If the search is unsuccessful, you will hear a system beep and the program will highlight the first entry on the screen at the time of the search.

*When you click Find, the program brings up the first entry in the register that matches your find criteria. If that entry is not the particular one you are searching for, press* ***Command-G*** *and the program will find the next entry that matches your criteria. Note that for the* ***Command-G*** *feature to work, the* ***Search from beginning of register*** *option must be turned off.*

### Editing entries

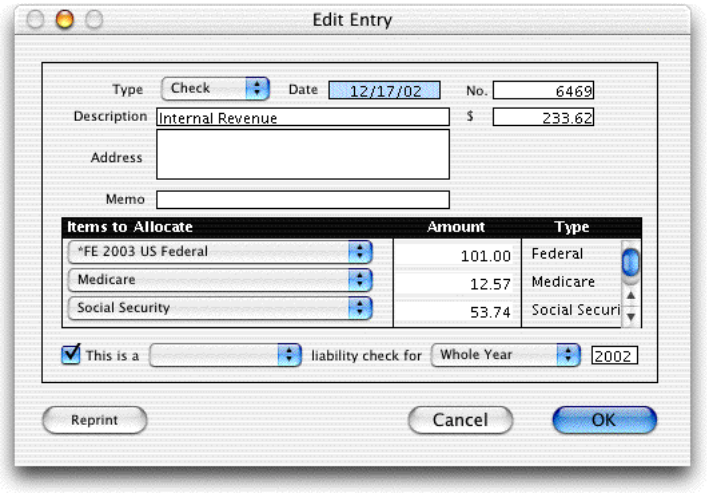
From time to time you may find that you need to go into your check register and edit an existing entry.

### Instruction Set 7–9: Editing a check register entry

1 Access the **Check Register** window by clicking the **View Register** button.

2 In the Check Register window, select the entry you want to edit.

3 Click the **Edit Entry** button to display a window similar to the following:.




4 Make the changes you want.

5 Click **OK**.

***Note:*** *When you click the* ***Reprint*** *button, a window will appear allowing you to select the checkform you want to use for reprinting. The program prints only the date, check number, address, description, and the amount of the check. If you need to reprint a paycheck, do so from the* ***Pay History*** *window. If you change any information in the Edit Entry window before clicking the Reprint button, you must exit the Edit Entry window, then return to the Edit Entry window in order for your changes to print using the Reprint option.*

### Voiding entries

If you have recorded a transaction in error and it is no longer valid, you can use the void option to void that entry.

#### Instruction Set 7–10: Voiding a check register entry

1 Access the **Check Register** window by clicking the **View Register** button.

2 In the Check Register window, select the entry you want to void.

3 Click the **Void** button.

The program inserts the term **VOID** in the entry line of the selected transaction and recalculates the register balance. The voided entry remains in the register to serve as an audit trail.

To "undo" a voided transaction, select the voided entry and click the **Void** button again. The term **VOID** will be removed from the entry line of the selected transaction and the register balance will be re-calculated.

*Note that voiding a paycheck from the check register does not void the check in **Pay History**. Also, voiding an allocated liability check will not void the corresponding transaction in your liability registers.*

### Deleting entries

You should not delete entries that have actually taken place. Instead use the **Void** command in order to maintain a proper audit trail of your entries.

#### Instruction Set 7–11: Deleting an entry

1 Access the **Check Register** window by clicking the **View Register** button.

2 In the Check Register window, select the entry you want to delete.

3 Click the **Delete Entry** button.

4 In the warning window that appears, click **OK** to delete the entry.

*Deleting a paycheck from the check register will not delete the check from the **Pay History** records. Also, deleting an allocated liability check will not delete the corresponding transaction in your **Liability** registers. You will need to manually delete those checks.*

## Printing check registers

After you have entered a number of transactions in the register, you may want to print the register to review the transactions or to keep a hard copy for your records.

### Instruction Set 7–12: Printing a check register

1 Access the **Check Register** window by clicking the **View Register** button.

2 If you want, use the **Display options** and **Limit by** options to limit the printout to a specific range of transactions.

The program will print all the transactions in the register if the register is not limited by some criteria such as the date.

3 Click the **Print Register** button.

4 In the standard Print window that appears, click the **Print** button.

*Holding down the **OPTION** key while clicking the **Print Register** button will export the current register as an Excel file.*

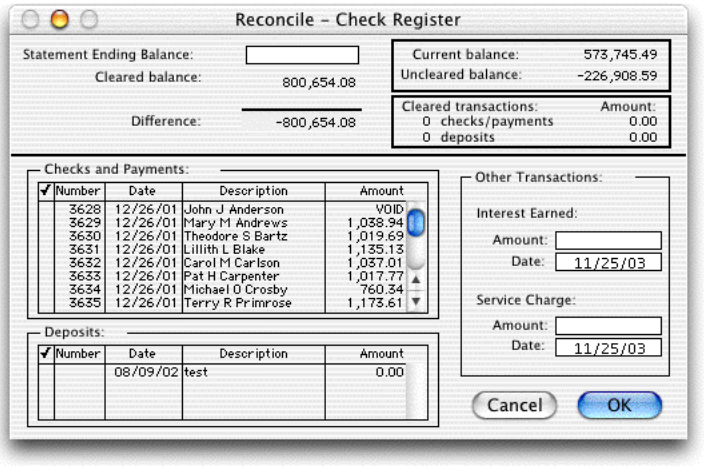
## Reconciling check registers

Perhaps the most tedious and complicated aspect of keeping a check register is reconciling it with your monthly bank statement. Fortunately, your payroll program has taken much of the work out of this important task and allows you to reconcile your check register in just minutes!

### Instruction Set 7–13: Reconciling a check register

1 Open the **Check Register** that you want to reconcile.

2 Click the **Reconcile** button.




3 Review your Bank Statement for any deposits, withdrawals, bank charges or interest that do not appear in your check register.

4 From your Bank Statement, enter the following information:

**Statement Ending Balance**
This is the balance the bank had for your register on the day the statement was issued. This balance does not include any transactions that have occurred since this date. To balance the register, the program will compare this amount with the cleared balance amount for this register.

**Interest Earned**
If your Bank Statement lists any earned interest and you have not yet entered it into your check register, enter the amount and the date in the Interest Earned fields. When you click OK, the program will enter a cleared transaction for the interest earned in the register.

**Service Charge**
If your Bank Statement lists a service charge and you have not yet entered it into your check register, enter the amount and the date in the Service Charge fields. When you click OK, the program will enter a cleared transaction for the service charge in the register.

5 Mark (√) all cleared transactions.

A cleared transaction is one that the bank has processed and appears on your bank statement. The Reconcile window displays all the transactions from your register that have not been marked as cleared. To mark a transaction, click the transaction and a √ will appear to the left of the transaction description. To unmark a transaction, click the transaction again. If you Cancel in the middle of reconciling, the program not forget what was marked up to that point.

Make sure that the amounts for these transactions match each other exactly. If there is a discrepancy, you should keep track of what the difference is and after reconciling the register, edit the transaction in your check register to match that of the bank statement using the Edit Entry button. You may wish to make a note of these changes and check them against the actual check to make sure the bank has not made a mistake.

If, after reconciling the register, you find that you need to unclear a transaction that has already been cleared, select the transaction in the Register window, then click the Edit Entry button. Click the Cleared checkbox, then click OK. The transaction will appear in the register as an uncleared transaction.

6 Check the amount you entered for the Ending Balance against the amount the program now has for the Cleared Balance.

- If the amounts are the same, your check register is balanced.
- If the Statement Ending Balance does not equal the Cleared Balance and there is an amount in the Difference field, then your check register is not balanced and you need to find the error. Suggestions for finding the error are listed below:

7 When the register is reconciled, click the **OK** button.

**Finding reconciliation errors**
Following are some suggestions for finding a reconciliation error:

- Determine the difference between the two amounts. Once you know this number, you can search for amounts that equal this number or possibly end with this amount. For example, if the difference is $4.57, search for a transaction that equals $4.57 or an amount that ends in 57¢.
- Check all of your transactions to make sure the amount listed on the bank statement equals the amount entered in your check register.

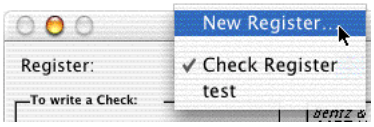
- Make sure you have entered all service charges that appear on your bank statement.
- Check to see if your Cleared Balance was correct to begin with. If you start with an unbalanced check register, the amounts will most likely not match up.

## Creating new check registers

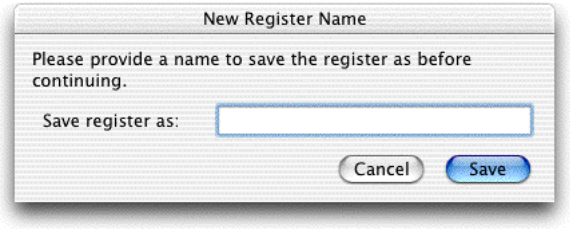
There may be times in which you want to create a new check register, either because you are using a different checking account now or you just want to start a new register for tracking your checks.

### Instruction Set 7–14: Creating a new check register

1 In the **Liabilities** tab window, select the **New Register** command from the **Register** pop-up menu.

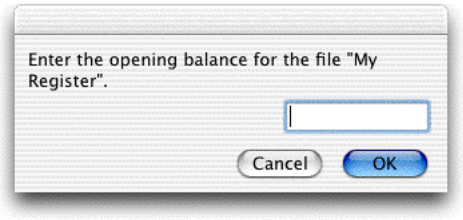



2 In the **New Register Name** window enter a descriptive name for your new register.




3 Click **Save**

4 Enter the current balance for your new register.




If you are setting up a check register that is already in use, you may not know the exact current balance of the check register at the time you it set up. If this is the case, enter the ending balance from the last time you balanced your checkbook. Then enter all the transactions since then into the register. For details, refer to Entering deposits on page 7-12 and Entering withdrawals on page 7-13 .

5 Click **OK**.

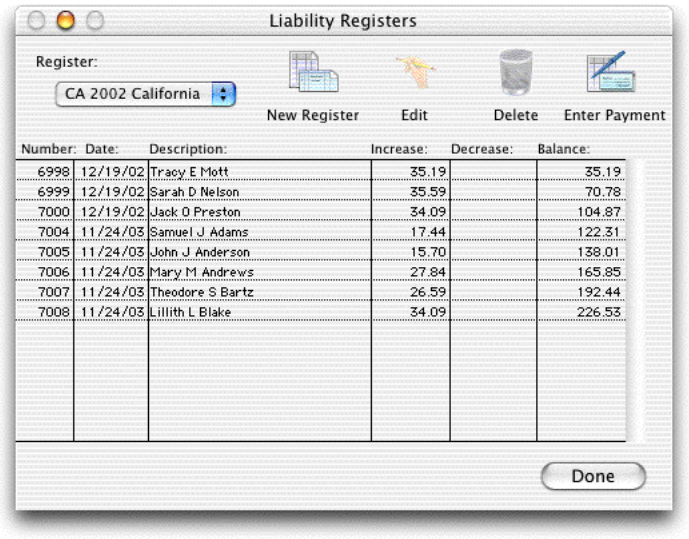
The program automatically saves the new check register file in the **Registers ∫** folder of the currently open company. The name of your new check register will appear in the **Register** pop-up menu in both the **Liabilities** and **Company tab window**s.

# The Liability Register window

Liability registers allow you to track the amount of payroll taxes you owe, such as federal and state withholdings. They can also be used to track other liabilities such as business loans. Using Liability registers is an optional feature.

Whether you decide to use liability registers or not is completely up to you. (Note that Liability Registers is not a feature of Aatrix PayCheck.)

To access your Liability registers, select **File** > **Liability Registers**.


Liability Registers
Register:
CA 2002 California
New Register
Edit
Delete
Enter Payment
Number: Date: Description: Increase: Decrease: Balance:
6998 12/19/02 Tracy E Mott 35.19 35.19
6999 12/19/02 Sarah D Nelson 35.59 70.78
7000 12/19/02 Jack O Preston 34.09 104.87
7004 11/24/03 Samuel J Adams 17.44 122.31
7005 11/24/03 John J Anderson 15.70 138.01
7006 11/24/03 Mary M Andrews 27.84 165.85
7007 11/24/03 Theodore S Bartz 26.59 192.44
7008 11/24/03 Lillith L Blake 34.09 226.53
Done

The **Register** pop-up menu lists all Liability registers that were created during the installation process.

A Liability register contains an **Increase** and **Decrease** column.

- Each time you record your payroll, the amounts of the payroll taxes and liabilities are automatically entered in the **Increase** column of the appropriate Liability register.
- When you **Enter a Payment,** record the amount of your payment in the **Decrease** column of the appropriate Liability register.

## Managing liability registers

Managing a liability register can involve many different actions. For example, you may need to manually enter a liability payment in order to keep an accurate balance. This section describes those actions that are involved in managing your liability registers.

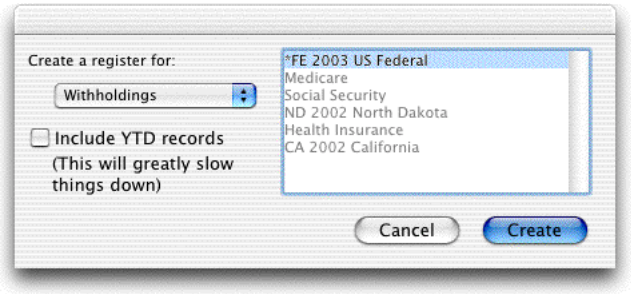
### Creating liability registers

Whenever you incur a new liability, either payroll related or for general business purposes, you may want to set up a new liability register to track the amount of that liability.

#### Instruction Set 7–15: Creating a liability register

1 Select **File** > **Liability Register**.

2 Click the **New Register** button to display the following window.




3 From the pop-up menu, select either **Withholdings** or **Employer Paids,** depending on the type of liability register you are creating,

4 From the scrolling list, select the payroll item you are creating the register for.

5 (Optional) Select the **Include YTD records** checkbox if you want the register created with data already recorded in Pay History.

***Note:*** *This does not include any liability payments.*

6 Click the **Create** button.

The program adds the name of the new liability register to the Register pop-up menu in the Liability Registers window.

7 Click **Done** when you have finished creating your registers.

### Entering liability register payments

In order to maintain an accurate balance in your Liability Registers, you must enter any liability payments you make.

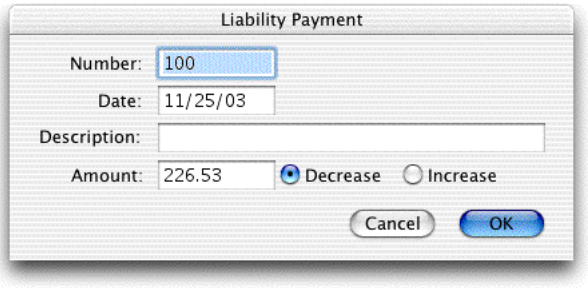
#### Instruction Set 7–16: Entering a liability register payment

Note that you can manually enter a liability payment as outlined here, or via the Liabilities tab window where it is automatically entered for you.

1 Select **File** > **Liability Register**.

2 From the **Register** pop-up menu, select the register you want.

3 Click the **Enter Payment** button to display the following window.




4 Enter the payment information, then click **OK**.

The balance of the liability register will be decreased by the amount of the payment.

5 Click **Done** to close the Liability Registers window.

### Editing liability register entries

From time to time you may need to edit the information already recorded into a liability register.

---

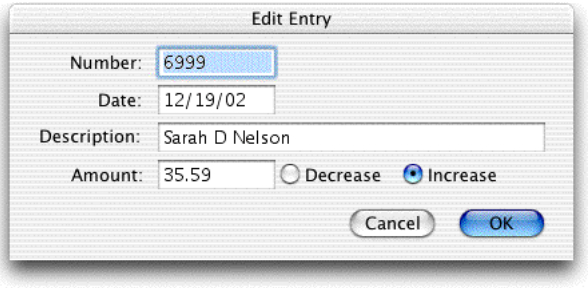
### Instruction Set 7–17: Editing a liability register entry

1 In the **Employees** tab window, select **File** > **Liability Register**.

2 From the **Register** pop-up menu, select the register you want.

3 Select the entry you want to edit.

4 Click the **Edit Entry** button.




5 Make the changes you want, then click **OK**.

Any changes you make to the register entry are automatically saved.

6 Click **Done** to close the Liability Registers window.

### Deleting liability register entries

Once an entry has been deleted, the program cannot recover it. Be sure you really want to delete an entry before doing so.

#### Instruction Set 7–18: Deleting a liability register entry

1. Select **File** > **Liability Register**.
2. From the **Register** pop-up menu, select the register you want.
3. Select the entry you want to delete.
4. Click the **Delete Entry** button.
5. Click **Yes** to delete the selected entry.

   The program removes the entry from the register and recalculates the balance.
6. Click **Done** to close the Liability Registers window.

# Notes

CHAPTER 8

# Posting Payroll Data

## Chapter overview

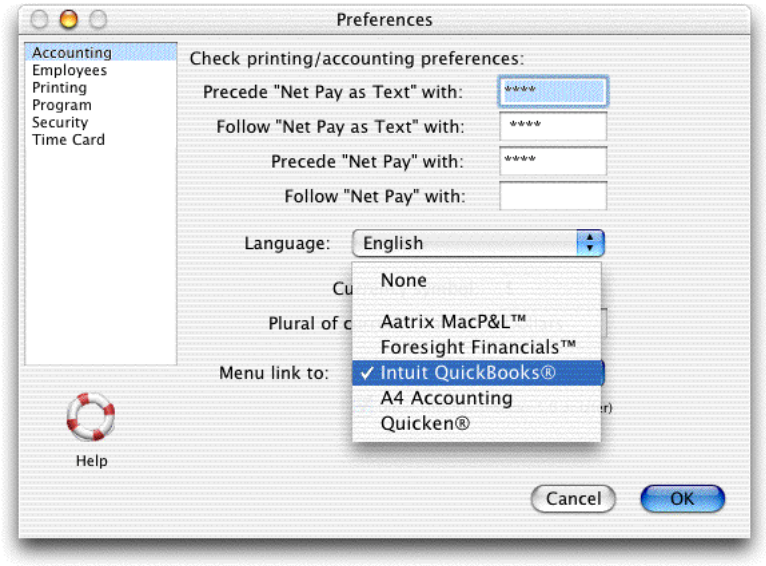
The following information is covered in this chapter:

- Posting to Intuit QuickBooks
- Posting Aatrix MacP&L
- Posting to Quicken

# Posting overview

You can use your payroll program to send/post your payroll and liability check data to other programs.

To select the program you want to post your payroll data to, select **Edit > Preferences**, then click **Accounting**. Choose the program you use for your accounting from the **Menu link to** pop-up menu and then click **OK**.




This chapter contains posting information for the following programs:

- QuickBooks
- Aatrix MacP&L
- Quicken

*If you process payroll for more than one company, you will need to designate account links for each company you want to post payroll data for.*

# Posting to QuickBooks

This section contains the following information:

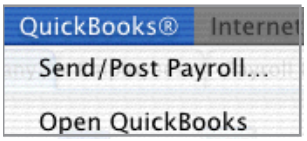
- The QuickBooks menu
- Linking to QuickBooks accounts to payroll items
- Sending/posting paychecks to QuickBooks
- Sending/posting liability checks to QuickBooks

Before you can send/post any payroll data, you must import your QuickBooks Chart of Accounts and then establish links between your Aatrix payroll items and the appropriate QuickBooks accounts. Once these links are set up, you can send/post your paycheck data, as well as your liability check information to QuickBooks.

***Note:*** *If you wish, you can have your "Gross Pay" expensed by departments. This allows you to post to multiple G/L accounts in QuickBooks. Refer to* Gross pay expensing by department on page 2-9 .

## The QuickBooks menu

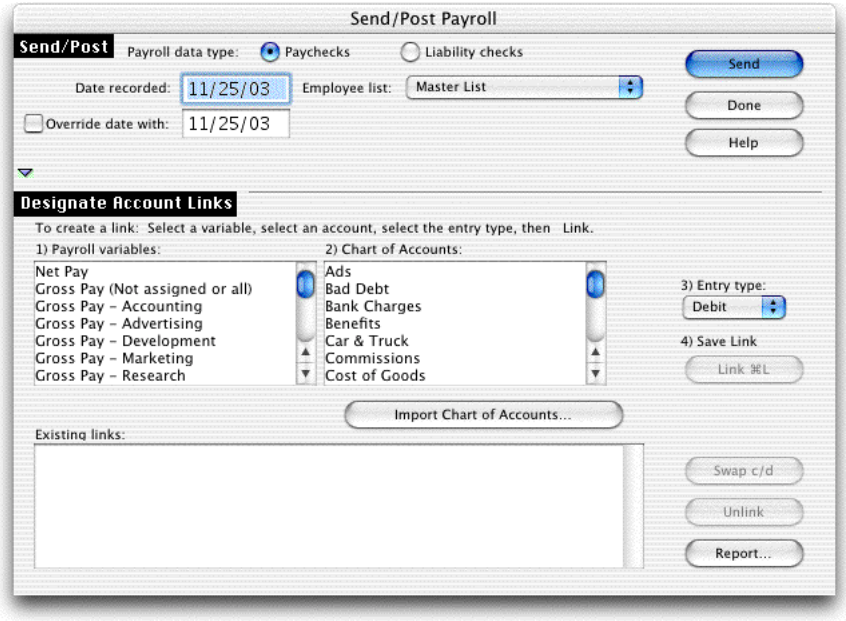
The following menu will appear in the menu bar at the top of the screen when the Intuit QuickBooks option is selected in Accounting Preferences. You will use the commands in this menu to post your payroll data to your QuickBooks accounting software.




***Note:*** *If the* ***QuickBooks*** *menu is not displayed in the menu bar, select* ***Edit*** > ***Preferences****. In the window that appears, click the* ***Accounting Options*** *button. From the* ***Menu Link to*** *pop-up menu, select* ***Intuit QuickBooks****, then click* ***OK****.*

## Linking QuickBooks accounts to payroll items

Select **QuickBooks** > **Send/Post Payroll** (or click the Send/Post Payroll button in the Process Payroll tab window).




The **Send/Post Payroll** window has two distinct functions:

**Send/Post**

The top portion (**Send/Post**) of the window is used to post paychecks and liability checks to QuickBooks.

**Designate Account Links**

The bottom portion of the window is used to create, view, and edit the links between your payroll items and QuickBooks accounts. If you don't see this portion of the window, click the arrow button located on the lower left corner. This chapter provides instructions for creating links in this window.

The required links are listed on page 7. You can also create links while setting up new payroll items.

## Importing a QuickBooks Chart of Accounts

Before you can establish any links between your payroll items and QuickBooks accounts you must create an export file that contains your QuickBooks Chart of Accounts. Once it is created, you'll import it into your payroll program.

You only need to export your Chart of Accounts once, unless you create a new account that is payroll related (e.g., you change banks and now have a new checking account). In which case, you will need to export the new Chart of Accounts and link the appropriate payroll item(s) to the new account.

### Instruction Set 8–1: Importing a QuickBooks Chart of Accounts

1. Open your QuickBooks company.
2. Select **File** > **Export**.
3. Choose the **Chart of Accounts** option, then click **OK**.
4. In the window that appears, click the **Desktop** button, enter **Chart of Accounts** in the text box, then click the **Save** button.
5. Open your payroll program.
6. Select **QuickBooks** > **Send/Post Payroll**.
7. In the window that appears, use the disclosure triangle (located on the lower left of the window) to open the **Designate Account Links** portion of the window. (Disregard this step if it is already open.)
8. Click the **Import Chart of Accounts** button.
9. In the window that appears, click the **Desktop** button, select the **Chart of Accounts** file you saved in step 4, then click **Open**.

   Your Chart of Accounts should now be displayed in the Chart of Accounts scrolling list in the Designate Account Links portion of the Send/Post Payroll window. You can now establish the links between your payroll items and QuickBooks Chart of Accounts (refer to the next section).

## Linking payroll items to accounts

The options in the Designate Account Links portion of the Send/Post Payroll window are used to link your payroll items to QuickBooks accounts.

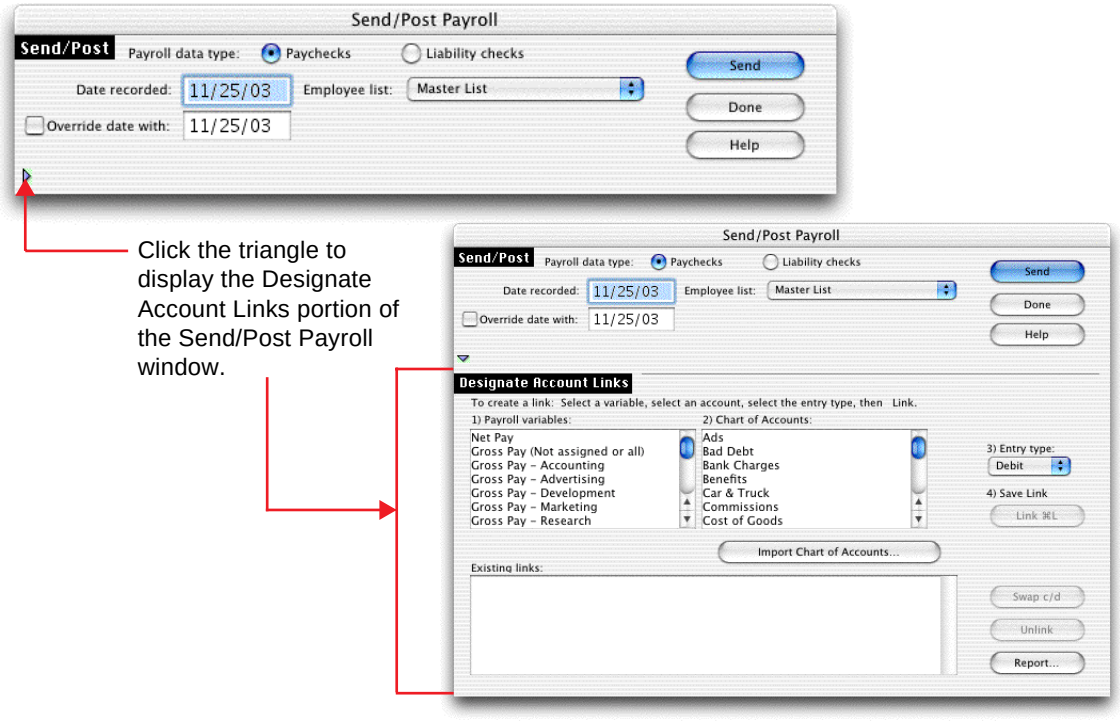
If you want, you can have your "Gross Pay" expensed by departments. This allows you to post to multiple G/L accounts in QuickBooks. Refer to Gross pay expensing by department on page 2-9.

### Instruction Set 8–2: Linking payroll items to accounts

The following instructions assume you've already imported your Chart of Accounts. If you have not, refer to Importing a QuickBooks Chart of Accounts on page 8-5.

1 Select **QuickBooks** > **Send Post Payroll**.

2 Open the **Designate Account Links** portion (lower part) of the window by clicking the arrow button located on the left the window. (Disregard this step if it's already open.)




3 Before linking your payroll items, click the **Report** button.

This allows you to view, on screen, a report that lists any links and helpful linking tips. If you want to print this report, select **Preview** > **Print All**. Select **Preview** > **Exit Viewing** to return to the **Send/Post** window.

4 Establish the links between your payroll items and QuickBooks accounts. The required links and additional notes are provided on the next page.

To link an individual payroll item to a QuickBooks account:

a Select a payroll item from the **Payroll Variables** list.

b Select the account it should post to from the **Chart of Accounts** list on the right.

c From the **Entry Type** pop-up menu, choose **Debit** or **Credit**.

d Click the **Link** button.

When you click **Link**, a description of the link will appear in the **Existing links** list. To remove or change a link, select the link in the list and click **Unlink**. To change the entry type (debit or credit) click **Swap c/d**.

**Required links**

(I) Net Pay to a Cash Account CR (usually the checking account)

(I) Gross Pay (Not assigned or all) to an Expense DR

(D) Federal Withholding to a Liability CR

(D) State Withholding to a Liability CR (if required)

(D) Social Security to a Liability CR

(D) Medicare to a Liability CR

(E) Social Security Employer Match to an Expense DR

(E) Social Security Employer Match to a Liability CR

(E) Medicare Employer Match to an Expense DR

(E) Medicare Employer Match to a Liability CR

**Additional Notes**

- When creating employer paid items that match the deductions it reduces confusion when linking by giving the item a different name from the deduction.
- If you have more than one expense account that you need individual income items linked to, you must link each income item (i.e., Regular Pay, Regular Overtime, etc.). Otherwise, simply link “Gross Pay (Not assigned or all)” and not link individual income items.
- Generally, you will link Income variables as Debits to Expense accounts, Deductions as Credits to Liability accounts, and Employer Paid Contributions to both Liability accounts as Credits and to Expense accounts as Debits.
- For posting to be successful, Net Pay + Deductions must equal all combined Gross Pay expenses, and any Employer Paid contribution Expense debit must be offset with an Employer Liability credit.

5 Click the **Report** button.

6 Select **Preview** > **Print All**.

Refer to the printout and verify that all links are set up correctly. The report provides helpful troubleshooting information. If you ever have problems sending/posting payroll data, print your current **Existing links** list and follow any troubleshooting suggestions the report may provide before calling Technical Support.

7 When you are sure that all your links are set up correctly, click **Done**.

A QBLinks file is saved to this company's Employee Files *f* folder. The payroll program uses the links you designated in this file every time you post your payroll or liability data for this company.

*Don't trash the QuickBooks Chart of Accounts export file until you successfully send/post payroll to QuickBooks at least once.*

8 You can now send/post your paycheck data, as well as your liability check information to QuickBooks when needed. For detailed instructions, refer to Sending/posting paychecks to QuickBooks on page 8-8 and Sending/posting liability checks to QuickBooks on page 8-10.

### Editing existing links

This section describes how to modify existing links for the currently open company.

**Removing links**

To remove a link from the **Existing links** list, select the link you want to remove, then click the **Unlink** button.

**Swapping links**

To swap the type (credit or debit) of an existing link, select the link you want to swap, then click the **Swap c/d** button.

**Adding new links**

You can choose from two methods for adding new links:

- If you are creating a new deduction or employer paid contribution, you can create the link in the **New Deduction** or **New Contribution** window.
- Create the link in the Designate Account Links portion of the **Send/Post Payroll** window. If needed, click the arrow button to open the Designate Account Links portion of the window.

***Note:*** *If your QuickBooks Chart of Accounts has any payroll related changes (e.g., you change banks and change your checking account name), you will need to export the new Chart of Accounts information out of QuickBooks, then import it into your payroll program. For detailed instructions, refer to* Importing a QuickBooks Chart of Accounts on page 8-5.

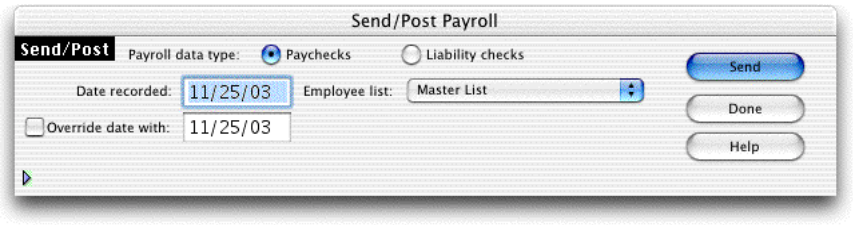
## Sending/posting paychecks to QuickBooks

Once the links have been set up for each of your companies, you can send your payroll to QuickBooks whenever you process payroll. To post your payroll data into QuickBooks, however, you must have recorded payroll at least once for the company you are posting to.

### Instruction Set 8–3: Sending/posting paychecks to Quickbooks

1 Process/record at least one payroll.

2 Select **QuickBooks** > **Send/Post Payroll**.




3 In the **Send/Post** portion of the window, enter information as needed.

**Payroll data type**
Click the **Paychecks** button.

**Employee list**
From the **Employee List** pop-up menu, select the employee list whose payroll you want to post.

**Date recorded**
Enter the payroll date you wish to post. The date must exist in your Pay History records and be entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not by employee.

**Override date**
(Optional) If you want to post payroll using a different payroll date, click the **Override date with** check-box and enter the date you wish the checks to appear within the accounting program.

4 Click the **Send** button.

The payroll program will create a paycheck data file called **Aatrix Top Pay Export** and save it in your **Aatrix Top Pay** folder.

5 If QuickBooks is not open, select **QuickBooks** > **Open QuickBooks**. When you do so, an Open (OS 9: Getfile) window will appear allowing you to locate and open the **QuickBooks** application.

*If the RAM memory on your computer is running low, QuickBooks will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open QuickBooks at the minimum memory setup, the payroll program will quit and QuickBooks will open.*

6 In QuickBooks, open the company you want, then select **File** > **Import**.

7 An Open (OS 9: Getfile) window will appear allowing you to open the Aatrix Top Pay Export file that was saved in the Aatrix Top Pay folder. To do so, click the **Desktop** button, open your hard drive, open the **Aatrix Top Pay** folder, and select **Aatrix Top Pay Export**.

The steps provided for finding the export file will be different if you moved the Aatrix Top Pay folder after installing.

8 Once your paycheck data is posted, trash the **Aatrix Top Pay Export** file so that you don't accidentally post the data again.

***Note:*** *The employee names and liability payee names may appear in your* ***Other Names*** *list in QuickBooks.*

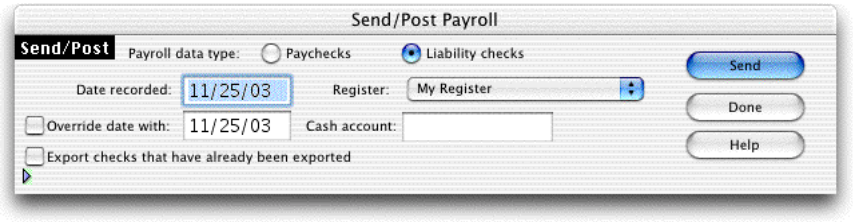
## Sending/posting liability checks to QuickBooks

After you've created and recorded a liability check(s), you can send/post it to QuickBooks.

### Instruction Set 8–4: Sending/posting liability checks to QuickBooks

1 Process/record at least one liability check.

2 Select **QuickBooks** > **Send/Post Payroll**.




3 In the **Send/Post** portion of the window, enter information as needed.

**Payroll data type**
Click the **Liability checks** button.

**Register**
From the **Register** pop-up menu, select the register containing the check(s) you want to post to QuickBooks.

**Date recorded**
Enter the date of the liability check(s) you wish to post to QuickBooks. The date must exist in the selected check register and entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not specific check.

**Override date**
(Optional) If you want to post your liability check(s) using a different date, click the **Override date with** checkbox and enter the date you wish the checks to appear within the accounting program.

**Cash Account**
Enter the name of the QuickBooks cash account you want the liability check(s) posted to, if different than the account used for payroll checks.

**Export checks already exported**
Select this option to make sure that all checks you have previously exported actually do get exported.

4 Click the **Send** button.

Your payroll program creates a liability check data file called **Aatrix Top Pay Liabs Export** and saves it in your **Aatrix Top Pay** folder.

5 If QuickBooks is not open, select **QuickBooks** > **Open QuickBooks**. When you do so, an Open (OS 9: Getfile) window will appear allowing you to locate and open the QuickBooks application.

*If the RAM memory on your computer is running low, QuickBooks will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open QuickBooks at the minimum memory setup, the payroll program will quit and QuickBooks will open.*

6 In QuickBooks, open the company you want, then select **File > Import**.

7 An Open (OS 9: Getfile) window will appear allowing you to open the Aatrix Top Pay Liabs Export file that was saved in the Aatrix Top Pay folder. to do so, click the **Desktop** button, open your hard drive, select the **Aatrix Top Pay** folder and select **Aatrix Top Pay Liabs Export**.

The steps provided for finding the export file will be different if you moved the Aatrix Top Pay folder after installing.

8 Once your liability check data is posted, trash the **Aatrix Top Pay Liabs Export** file so that you don't accidentally post the data again.

***Note:*** *The employee names and liability payee names may appear in your **Other Names** list in QuickBooks.*

# Posting to Aatrix MacP&L

This section contains the following information:

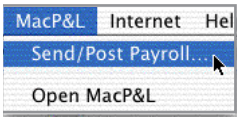
- The Aatrix MacP&L menu
- Linking Aatrix MacP&L accounts to payroll items
- Sending/posting paychecks to Aatrix MacP&L
- Sending/posting liability checks to Aatrix MacP&L

Before you can send/post any payroll data, you must import your Aatrix MacP&L Chart of Accounts and then establish links between your Aatrix payroll items and the appropriate Aatrix MacP&L accounts. Once these links are set up, you can send/post your paycheck data, as well as your liability check information to Aatrix MacP&L.

***Note:*** *If you wish, you can have your Gross Pay expensed by departments. This allows you to post to multiple G/L accounts in Aatrix MacP&L. For details, refer to* Gross pay expensing by department on page 2-9.

## The Aatrix MacP&L menu

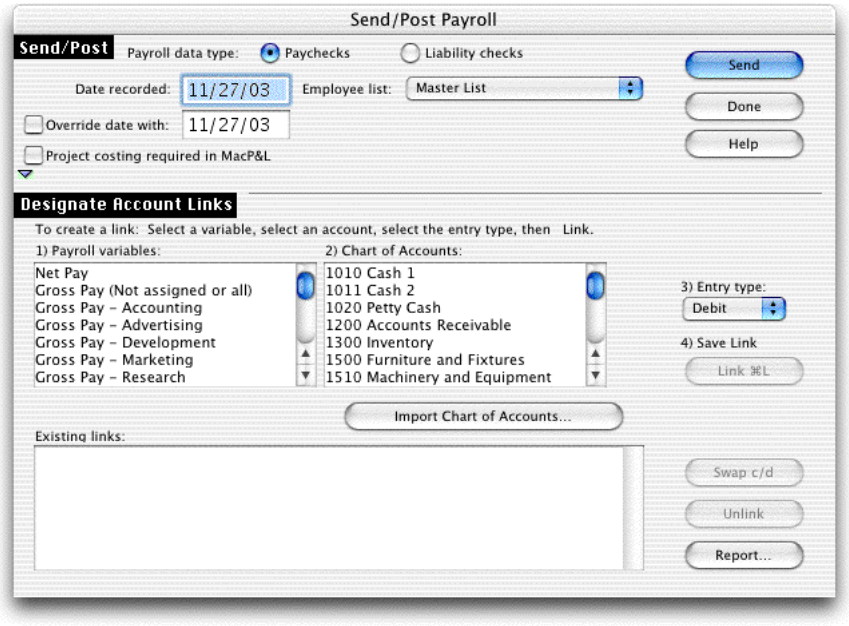
The following menu will appear in the menu bar at the top of the screen when the Aatrix MacP&L option is selected in Accounting Preferences. You will use the commands in this menu to post your payroll data to your Aatrix MacP&L accounting software.




***Note:*** *If the* ***MacP&L*** *menu is not displayed in the menu bar, select* ***Edit*** *>* ***Preferences****. In the dialog that appears, click the* ***Accounting Options*** *button. From the* ***Menu Link to*** *pop-up menu, select* ***Aatrix MacP&L™****, then click* ***OK****.*

## Linking Aatrix MacP&L accounts to payroll items

Select **MacP&L** > **Send/Post Payroll** (or click the Send/Post Payroll button in the Process Payroll tab window).




The **Send/Post Payroll** window has two distinct functions:

**Send/Post**

The top portion (**Send/Post**) of the window is used to post paychecks or liability check(s) to Aatrix MacP&L.

**Designate Account Links**

The bottom portion of the window is used to create, view, and edit the links between your payroll items and Aatrix MacP&L accounts. If you don't see this portion of the window, click the arrow located on the lower left corner. This chapter provides instructions for creating links in this window.

The required links are listed on page 15.

You can also create links while setting up new payroll items.

### Importing an Aatrix MacP&L Chart of Accounts

Before you can establish any links between your payroll items and Aatrix MacP&L accounts you must create an export file that contains your Chart of Accounts. Once it is created, you'll import it into your payroll program.

You only need to export your Chart of Accounts once, unless you create a new account that is payroll related (e.g., you change banks and now have a new checking account). In which case, you will need to export the new Chart of Accounts and link the appropriate payroll item(s) to the new account.

#### Instruction Set 8–5: Importing an Aatrix MacP&L Chart of Accounts

1 Open the desired company in Aatrix MacP&L.

2 Select **Lists** > **Chart of Acct**.

3 Select **File** > **Export**.

4 In the dialog that appears, choose **Tab Delimited**, click the **Desktop** button, enter **Chart of Accounts** in the text box, then click **Save**.

5 Open your payroll program.

6 Select **MacP&L > Send/Post Payroll**.

7 In the dialog that appears, use the disclosure triangle (located on the lower left of the dialog) to open the **Designate Account Links** portion of the window. (Disregard this step if it is already open.)

8 Click the **Import Chart of Accounts** button.

9 In the dialog that appears, click the **Desktop** button, select the **Chart of Accounts** file you saved in step 4, then click **Open**.

Your Chart of Accounts should now be displayed in the Chart of Accounts scrolling list in the Designate Account Links portion of the Send/Post Payroll window. You can now establish the links between your payroll variables and Aatrix MacP&L Chart of Accounts (refer to the next section).

## Linking payroll items to accounts

The options in the Designate Account Links portion of the Send/Post Payroll window are used to link your payroll items to Aatrix MacP&L accounts.

If you want, you can have your “Gross Pay” expensed by departments. This allows you to post to multiple G/L accounts in Aatrix MacP&L. For details, refer to Gross pay expensing by department on page 2-9 .

### Instruction Set 8–6: Linking payroll items to accounts

The following instructions assume you’ve already imported your Chart of Accounts. If you have not, refer to Importing an Aatrix MacP&L Chart of Accounts on page 8-13 .

1 Select **MacP&L > Send Post Payroll.** (Disregard this step it is already open.)

2 Open the **Designate Account Links** portion (lower part) of the window by clicking the arrow located on the left of the window. (Disregard this step if it is already open.)

3 Before linking your payroll items, click the **Report** button.

This allows you to view, on screen, a report that lists any links and helpful linking hints. If you want to print this report, select **Preview** > **Print All**. Select **Preview** > **Exit Viewing** to return to the **Send/Post** window.

4 Establish the links between your payroll items and Aatrix MacP&L accounts. The required links and additional notes are provided on the next page.

To link an individual payroll item to an Aatrix MacP&L account:

a Select a payroll item from the **Payroll Variables** list on the left.

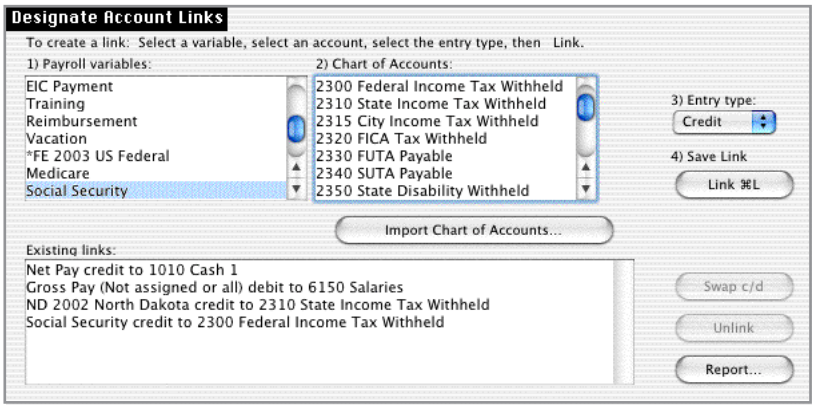
b Select the account it should post to from the **Chart of Accounts** list on the right.

c From the **Entry Type** pop-up menu, choose **Debit** or **Credit**.

d Click the **Link** button.

When you click **Link**, a description of the link will appear in the **Existing links** list. To remove or change a link, select the link in the Existing links list and click **Unlink.** To change the account type (debit or credit) select **SWAP c/d**.

The following illustration provides an example of the links you could set up between your payroll items and the Aatrix MacP&L accounts.


Designate Account Links
To create a link: Select a variable, select an account, select the entry type, then Link.
1) Payroll variables:
EIC Payment
Training
Reimbursement
Vacation
*FE 2003 US Federal
Medicare
Social Security
2) Chart of Accounts:
2300 Federal Income Tax Withheld
2310 State Income Tax Withheld
2315 City Income Tax Withheld
2320 FICA Tax Withheld
2330 FUTA Payable
2340 SUTA Payable
2350 State Disability Withheld
3) Entry type:
Credit
4) Save Link
Link ⌘L
Import Chart of Accounts...
Existing links:
Net Pay credit to 1010 Cash 1
Gross Pay (Not assigned or all) debit to 6150 Salaries
ND 2002 North Dakota credit to 2310 State Income Tax Withheld
Social Security credit to 2300 Federal Income Tax Withheld
Swap c/d
Unlink
Report...

**Required links**

(I) Net Pay to a Cash Account CR (usually the checking account)

(I) Gross Pay (Not assigned or all) to an Expense DR

(D) Federal Withholding to a Liability CR

(D) State Withholding to a Liability CR (if required)

(D) Social Security to a Liability CR

(D) Medicare to a Liability CR

(E) Social Security Employer Match to an Expense DR

(E) Social Security Employer Match to a Liability CR

(E) Medicare Employer Match to an Expense DR

(E) Medicare Employer Match to a Liability CR

**Additional Notes**

- When creating employer paid items that match the deductions it reduces confusion when linking by giving the item a different name from the deduction.
- If you have more than one expense account that you need individual income items linked to, you must link each income item (i.e., Regular Pay, Regular Overtime, etc.). Otherwise simply link “Gross Pay (Not assigned or all)” option and not link individual income items.
- Generally, you will link Income variables as Debits to Expense accounts, Deductions as Credits to Liability accounts, and Employer Paid Contributions to both Liability accounts as Credits and to Expense accounts as Debits.

- For posting to be successful, Net Pay + Deductions must equal all combined Gross Pay expenses. Any Employer Paid contribution Expense debit must be offset with an Employer Liability credit.

5 Click the **Report** button.

6 Select **Preview** > **Print All**.

Refer to the printout and verify that all links are set up correctly. The report provides helpful troubleshooting information. If you ever have problems sending/posting payroll data, print your current **Existing links** list and follow any troubleshooting suggestions the report may provide before calling Technical Support.

7 When you are sure that all your links are set up correctly, click **Done**.

A MacP&LLinks file is saved to this company's Employee Files *f* folder. The payroll program uses the links you designated in this file every time you post your payroll or liability data for this company.

*Don't trash the **Aatrix MacP&L Chart of Accounts** export file until you successfully send/post payroll to MacP&L at least once.*

8 You can now send/post your paycheck data, as well as your liability check information to Aatrix MacP&L when needed. For details, refer to Sending/posting paychecks to Aatrix MacP&L on page 8-17 and Sending/posting liability checks to Aatrix MacP&L on page 8-19.

## Editing existing links

This section describes how to modify existing links for the currently open company.

### Removing links

To remove a link from the **Existing links** list, select the link you want to remove, then click the **Unlink** button.

### Swapping links

To swap the type (credit or debit) of an existing link, select the link you want to swap, then click the **Swap c/d** button.

### Adding new links

You can choose from two methods for adding new links:

- If you are creating a new deduction or employer paid contribution, you can create the link in the **New Deduction or New Contribution window**.
- Create the link in the Designate Account Links portion of the **Send/Post Payroll** window. If needed, click the arrow to open the **Designate Account Links** potion of the window.

***Note:*** *If your Aatrix MacP&L Chart of Accounts has any payroll related changes, you will need to export the new chart of accounts information from Aatrix MacP&L, then import it into your payroll program. For details, refer to* Importing an Aatrix MacP&L Chart of Accounts on page 8-13 .

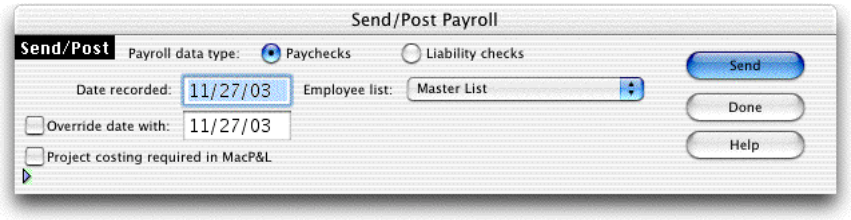
## Sending/posting paychecks to Aatrix MacP&L

Once the links have been set up for each of your companies, you can send your payroll data to Aatrix MacP&L whenever you process and record your payroll. In order to post your payroll data into Aatrix MacP&L, however, you must have recorded your payroll at least once for the company you are posting to.

### Instruction Set 8–7: Sending/posting paychecks to Aatrix MacP&L

1 Process and record at least one payroll.

2 Select **MacP&L** > **Send/Post Payroll**.




3 In the **Send/Post** portion of the window, enter information as needed.

**Payroll data type**
Click the **Paychecks** button.

**Employee List**
From the **Employee List** pop-up menu, select the employee list whose payroll you want to post.

**Date recorded**
Enter the payroll date you wish to post. The date must exist in your Pay History records and be entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not by employee.

**Override date**
(Optional) If you want to post payroll using a different payroll date, click the **Override date with** checkbox and enter the date you wish the checks to appear within the accounting program.

**Project costing**
If you do Project Costing in Aatrix MacP&L, select the **Project costing required in MacP&L** checkbox. When this option is selected, the **Project Allocation** dialog is displayed when you open the company in Aatrix MacP&L. This allows you to allocate your employees pay to multiple projects.

4 Click the **Send** button.

5 A dialog will appear allowing you print or view (on screen) a report displaying the information that will be posted to Aatrix MacP&L. It is strongly recommended that you print this report because it can be helpful in tracking down any posting problems you may encounter.

6 After printing/viewing the report, a dialog will appear asking if you want to post this data into Aatrix MacP&L. Click **Yes** if the information is correct.

***Note:*** *Prior to posting to Aatrix MacP&L, you may preview the information in the posting file by selecting the* ***MacP&L Pending Posts*** *Report listed in the* ***Reports*** *tab window.*

7 What happens next depends on whether Aatrix MacP&L is open or not.

- **If Aatrix MacP&L is not open**

  A message will appear telling you to select **MacP&L** > **Open MacP&L**. When you do, a Getfile dialog will appear allowing you to locate and open the **Aatrix MacP&L** application. Once the correct company is open in Aatrix MacP&L, your payroll data will automatically post to the accounts you designated for this company.

  If the RAM memory on your computer is running low, Aatrix MacP&L will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open Aatrix MacP&L at the minimum memory setup, the payroll program will quit and Aatrix MacP&L will open.

- **If Aatrix MacP&L is open**

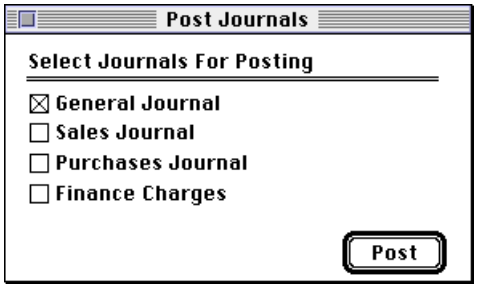
  If the correct company is open in Aatrix MacP&L, select **MacP&L** > **Open MacP&L**. Your payroll data will automatically create a General Journal entry that must be posted.

  If the wrong company is open in Aatrix MacP&L, a message will appear telling you to open the correct company. When you open the correct company, the payroll data will automatically post to the accounts you designated for this company.

8 If you selected the **Project Costing required in MacP&L** option, the **Project Allocation** dialog appears.

The Project Allocation dialog allows you to allocate your employees pay to multiple projects (refer to your Aatrix MacP&L user manual for details). Review each employee's pay record and allocate to the projects as needed.

9 Select **Journals** > **Post Journals**.



10 Select the **General Journal** checkbox.

11 Click **Post**.

The payroll data for the date you specified is now posted in Aatrix MacP&L.

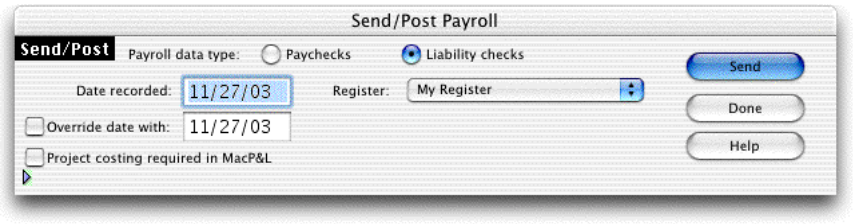
## Sending/posting liability checks to Aatrix MacP&L

After you've created and recorded a liability check(s), you can send/post it to Aatrix MacP&L.

### Instruction Set 8–8: Sending/posting liability checks to Aatrix MacP&L

1 Process/record at least one liability check.

2 Select **MacP&L** > **Send/Post Payroll**.




3 In the **Send/Post** portion of the window, enter information as needed.

**Payroll data type**
Click the **Liability checks** button.

**Register**
From the **Check Register** pop-up menu, select the register containing the check(s) you want to send to Aatrix MacP&L.

**Date recorded**
Enter the date of the liability check(s) you wish to send to Aatrix MacP&L. The date must exist in the selected check register and be entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not by check.

**Override date**
(Optional) If you want to post your liability check(s) using a different date, select the **Override date with** checkbox and enter the date you wish the checks to appear within the accounting program.

**Export checks already exported**
Select this option to make sure that all checks you have previously exported actually do get exported.

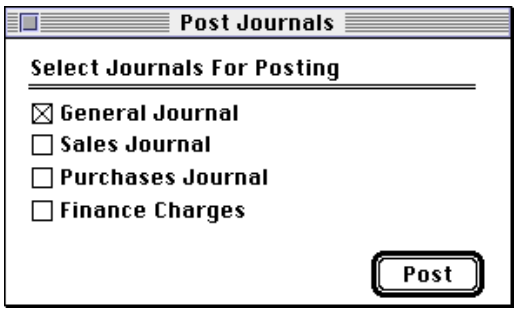
***Note:*** *You will need to use this feature even if you delete the posted checks in the accounting program.*

4 Click the **Send** button.

5 Click the **Done** button.

6 Select **MacP&L > Open MacP&L**.

7 In Aatrix MacP&L, select **Journals** > **Post Journals**.




8 Select the **General Journal** checkbox.

9 Click the **Post** button.

The liability check(s) for the date you specified is now posted in Aatrix MacP&L.

# Posting to Quicken

This section contains the following information:

- The Quicken menu
- Linking Quicken categories to payroll items
- Sending/posting paychecks to Quicken
- Sending/posting liability checks to Quicken

Before you can send/post any payroll data, you must first create the necessary account(s) and categories in Quicken. You will then import this information into your payroll program so that you can link your Aatrix payroll items to the appropriate Quicken accounts and categories. Once these links are set up, you can send/post your paycheck data, as well as your liability check information to Quicken.

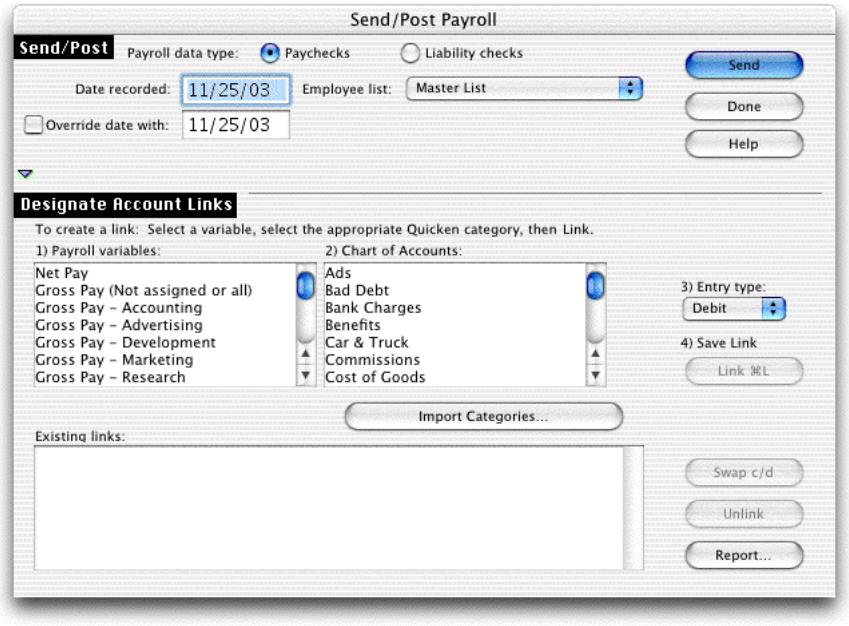
## The Quicken menu

The following menu will appear in the menu bar at the top of the screen when the Quicken option is selected in Accounting Preferences. You will use the commands in this menu to post your payroll data to your Quicken software.

***Note:*** *If the* ***Quicken*** *menu is not displayed in the menu bar, select* ***Edit*** *>* ***Preferences****. In the dialog that appears, click the* ***Accounting Options*** *button. From the* ***Menu Link to*** *pop-up menu, select* ***Quicken****, then click* ***OK****.*

## Linking Quicken categories to payroll items

Select **Quicken** > **Send/Post Payroll** (or click the Send/Post Payroll button in the Process Payroll tab window).




The **Send/Post Payroll** window has two distinct functions:

**Send/Post**
The top portion (**Send/Post**) of the window is used to post paychecks and liability checks to Quicken.

**Designate Account Links**
The bottom portion of the window is used to create, view, and edit the links between your payroll items and Quicken categories. If you don't see this portion of the window, click the arrow located on the lower left corner. This chapter provides instructions for creating links in this window.

The required links are listed on page 24.

You can also create links while setting up new payroll items.

### Importing Quicken categories

Before you can establish any links between your payroll items and Quicken you must create an export file that contains your Quicken accounts and categories. Once it is created, you'll import it into your payroll program.

You only need to import this information once, unless you create a new account or category that is payroll related (e.g., you've started a pension plan). In which case, you will need to import the new categories file and link the appropriate payroll item(s) to it.

#### Instruction Set 8–9: Importing Quicken categories

1 Open your Quicken company.

2 Select **File** > **Export**.

3 In the dialog that appears, click the **Custom Export** radio button, select (√) the **Categories** option, then click the **Export** button.

4 Open your payroll program.

5 Select **Quicken** > **Send/Post Payroll**.

6 In the dialog that appears, use the disclosure triangle (located on the lower left of the dialog) to open the **Designate Account Links** portion of the window. (Disregard this step if it is already open.)

7 Click the **Import Categories** button.

8 In the dialog that appears, click the **Desktop** button, select the file you saved in step 3, then click **Open**.

Your categories should now be displayed in the Chart of Accounts scrolling list in the Designate Account Links portion of the Send/Post Payroll window. You can now establish the links between your payroll items and Quicken categories (refer to the next section).

## Linking payroll items to categories

The options in the Designate Account Links portion of the Send/Post Payroll window are used to link your payroll items to Quicken categories.

### Instruction Set 8–10: Linking payroll items to categories

The following instructions assume you've already imported your categories. If you have not, refer to Importing Quicken categories on page 8-22.

1 Select **Quicken** > **Send Post Payroll**. (Disregard this step if it's already open.)

2 Open the **Designate Account Links** portion (lower part) of the window by clicking the arrow located on the left the window. (Disregard this step if it's already open.)

3 Before linking your payroll items, click the **Report** button.

This allows you to view, on screen, a report that lists any links. If you want to print this report, select **Preview** > **Print All**. Select **Preview** > **Exit Viewing** to return to the **Send/Post** window.

4 Establish the links between your payroll variables and Quicken accounts and categories. The required links and additional noted are provided on the next page.

To link an individual payroll item to a Quicken account or category:

a Select a payroll variable from the **Payroll Variables** list on the left.

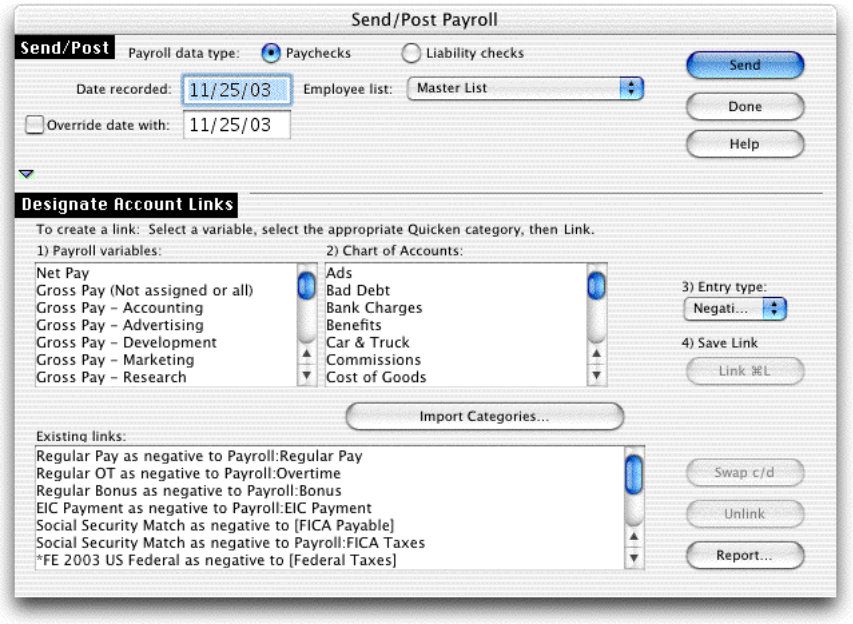
b Select the account or category it should post to from the **Chart of Accounts** list on the right.

c Click the **Link** button.

When you click **Link**, a description of the link will appear in the **Existing links** list. To remove or change a link, select the link in the list and click **Unlink.**

To change the account type (debit or credit) click **Swap c/d**.

The following illustration provides an example of the links you could setup between your payroll items and the Quicken accounts and categories.




**Required links**

(I) Net Pay to a Cash Account CR (usually the checking account)

(I) Gross Pay (Not assigned or all) to an Expense DR

(D) Federal Withholding to a Liability CR

(D) State Withholding to a Liability CR (if required)

(D) Social Security to a Liability CR

(D) Medicare to a Liability CR

(E) Social Security Employer Match to an Expense DR

(E) Social Security Employer Match to a Liability CR

(E) Medicare Employer Match to an Expense DR

(E) Medicare Employer Match to a Liability CR

**Additional Notes**

- When creating employer paid items that match the deductions it reduces confusion when linking by giving the item a different name from the deduction.
- If you have more than one expense account that you need individual income items linked to, you must link each income item (i.e., Regular Pay, Regular Overtime, etc.). Otherwise simply link “Gross Pay (Not assigned or all)” option and not link individual income items.
- Generally, you will link Income variables as Debits to Expense accounts, Deductions as Credits to Liability accounts, and Employer Paid Contributions to both Liability accounts as Credits and to Expense accounts as Debits.

- For posting to be successful, Net Pay + Deductions must equal all combined Gross Pay expenses. Any Employer Paid contribution Expense debit must be offset with an Employer Liability credit.

5 Click the **Report** button.

6 Select **Preview** > **Print All**.

Refer to the printout and verify that all links are set up correctly. The report provides helpful troubleshooting information. If you ever have problems sending/posting payroll data, print your current **Existing links** list and follow any troubleshooting suggestions the report may provide before calling Technical Support.

7 When you are sure that all your links are set up correctly, click **Done**.

A Quicken Links file is saved to this company's Employee Files *f* folder. The payroll program uses the links you designated in this file every time you post your payroll or liability data for this company.

*Don't trash the Quicken Categories export file until you successfully send/post payroll to Quicken at least once.*

8 You can now send/post your paycheck data, as well as your liability check information to Quicken when needed. For details, refer to Sending/posting paychecks to Quicken on page 8-26 and Sending/posting liability checks to Quicken on page 8-27.

## Editing existing links

This section describes how to modify existing links for the currently open company.

### Removing links

To remove a link from the **Existing links** list, select the link you want to remove, then click the **Unlink** button.

### Swapping links

To swap the type (credit or debit) of an existing link, select the link you want to swap, then click the **Swap c/d** button.

### Adding new links

You can choose from two methods for adding new links:

- If you are creating a new deduction or employer paid contribution, you can create the link in the **New Deduction or New Contribution window**.
- Create the link in the Designate Account Links portion of the **Send/Post Payroll** window. If needed, click the arrow button to open the Designate Account Links part of the window.

***Note:*** *If your Quicken accounts or categories have any payroll related changes, you will need to export the new information out of Quicken, then import it into your payroll program. Refer to* Importing Quicken categories on page 8-22.

## Sending/posting paychecks to Quicken

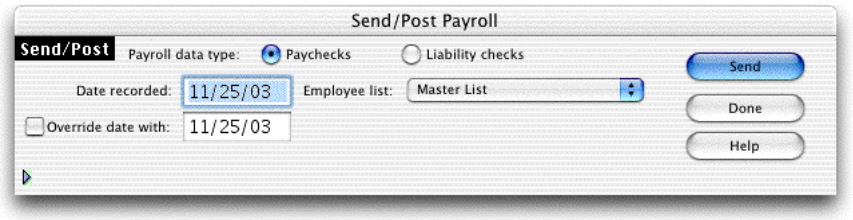
Once the links have been set up for each of your companies, you can send your payroll data to Quicken whenever you process payroll. To post your payroll data into Quicken, however, you must have processed payroll at least once for the company you are posting to.

### Instruction Set 8–11: Sending/posting paychecks to Quickbooks

*Do not use your original Quicken company file until you are sure that all the links are setup correctly. Instead open your Quicken folder and duplicate your company file. Use the duplicate company file to test your links.*

1 Process/record at least one payroll.

2 Select **Quicken** > **Send/Post Payroll**.




3 In the **Send/Post** portion of the window, enter information as needed.

**Payroll data type**
Click the **Paychecks** button.

**Employee list**
From the **Employee List** pop-up menu, select the employee list whose payroll you want to post.

**Date recorded**
Enter the payroll date you wish to post. The date must exist in your Pay History records and be entered in this format: 8/4/02 (month/day/year). Note that the program sends by date and not by employee.

**Override date**
(Optional) If you want to post payroll using a different payroll date, click the **Override date with** check-box and enter the date you wish the checks to appear within the accounting program.

4 Click the **Send** button.

The payroll program will create a paycheck data file called **Aatrix Export.QIF** and save it in your **Aatrix Payroll ƒ** folder.

5 If Quicken is not open, select **Quicken** > **Open Quicken**. When you do so, a Getfile dialog will appear allowing you to locate and open the **Quicken** application.

If the RAM memory on your computer is running low, Quicken will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open Quicken at the minimum memory setup, the payroll program will quit and Quicken will open.

6 In Quicken, open the company you want. (If this a test import, open the duplicate copy of your company file).

7 Open the appropriate checking account.

8 Select **File > Import QIF**.

9 A Getfile dialog will appear allowing you to open the Aatrix Export.QIF file that was saved in the Aatrix Payroll ƒ folder.

After opening the data file, the payroll information will be posted to the checking account and the employer expenses/employee deduction information will be transferred into the appropriate liability accounts.

10 Verify that everything imported correctly.

- If the import worked correctly, start at step 6 and import your payroll data into the original Quicken company. Quit Quicken and trash the duplicate copy of your company file.
- If the import didn't work correctly, quit Quicken, trash the duplicate copy of your company file. Make a new duplicate. Open your payroll program and make the necessary changes to your **Existing Links**. Send/Post your payroll again using the duplicate company file.

11 Once your paycheck data is posted, trash the **Aatrix Export.QIF** file so that you don't accidentally post the data again.

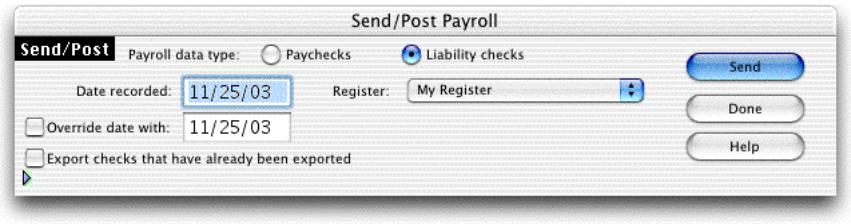
## Sending/posting liability checks to Quicken

After you've created and recorded a liability check(s), you can send/post it to Quicken.

### Instruction Set 8–12: Sending/posting liability checks to Quicken

1 Process/record at least one liability check.

2 Select **Quicken** > **Send/Post Payroll**.




3 In the **Send/Post** portion of the window, enter information as needed.

**Payroll data type**
Click the **Liability checks** button.

**Register**
From the **Register** pop-up menu, select the register containing the check(s) you want to post to Quicken.

**Date recorded**
Enter the date of the liability check(s) you wish to post to Quicken. The date must exist in the selected check register and be entered in this format: 8/4/02 (month/day/year).

**Override date**
(Optional) If you want to post your liability check(s) using a different date, click the **Override date with** checkbox and enter the date to use for posting.

**Export checks already exported**
The program will export checks only once. So if, for some reason, you need to export checks that were previously exported, click this checkbox.

4 Click the **Send** button.

Your payroll program creates a liability check data file called **Aatrix Export Liabs.QIF** and saves it in your **Aatrix Payroll *f*** folder.

5 If Quicken isn't open, select **Quicken** > **Open Quicken**. When you do so, a Getfile dialog appears allowing you to locate and open the **Quicken** application.

If the RAM memory on your computer is running low, Quicken will be opened using the minimum memory requirements specified in the **Get Info** window. If there is not enough RAM memory to open Quicken at the minimum memory setup, the payroll program will quit and Quicken will open.

6 In Quicken, open the company you want. (If this a test import, open the duplicate copy of your company file).

7 Open the appropriate checking account.

8 Select **File > Import QIF**.

9 A Getfile dialog will appear allowing you to open the **Aatrix Export Liabs.QIF** file that was saved in the **Aatrix Payroll *f*** folder.

After opening the data file, the liability information will be posted to the checking account and the employer expenses/employee deduction information will be transferred into the appropriate liability accounts.

10 Verify that everything imported correctly.

- If the import worked correctly, start at step 6 and import your payroll data into the original Quicken company. Quit Quicken and trash the duplicate copy of your company file.
- If the import didn't work correctly, quit Quicken, trash the duplicate copy of your company file. Make a new duplicate. Open your payroll program and make the necessary changes to your **Existing Links**. Send/Post your payroll again using the duplicate company file.

11 Once your liability data is posted, trash the **Aatrix Export Liabs.QIF** file so that you don't accidentally post the data again.

CHAPTER 9

# Check Designer

## Chapter overview

The following information is covered in this chapter:

- Check Designer overview
- Using the Check Designer window
- Understanding fields
- Modifying pre-designed checkforms
- Creating new checkforms
- Test printing checkforms

# Check Designer overview

One of the most powerful features of the payroll program is the **Check Designer**. While other computer programs require you to use specific pre-printed checks, the Check Designer allows you to create your own customized checkform templates that include graphics and your choice of fonts or you can modify any of the sample templates that come with the program to fit your needs.

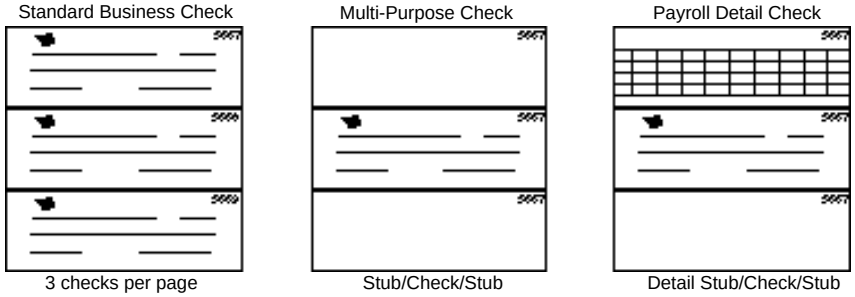
***Note:*** *The Check Designer includes templates that print paychecks identical to those that are printed out of QuickBooks.*

## Sample checkform templates

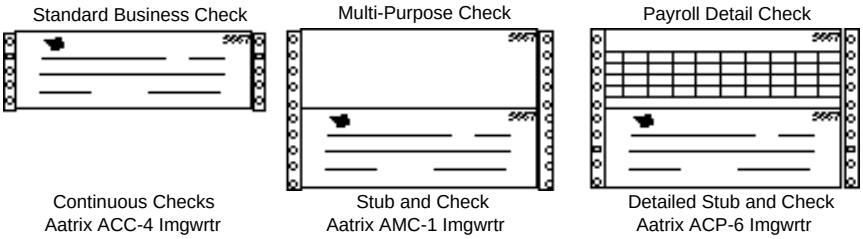
Several sample checkform templates have been included with the program. Their names indicate the style of check (e.g., Aatrix AML-2, Quicken) and the type of printer it was created for (e.g., Laser). Any template that includes the name *Aatrix* has been designed specifically for the pre-printed check stock you can order through Aatrix Software.

Illustrated below are some examples of Laser Printer and Continuous Feed checks. Under each illustration are the names of the templates that were created for that particular style of check.

Laser Printer Checks (8.5” x 11” Page):



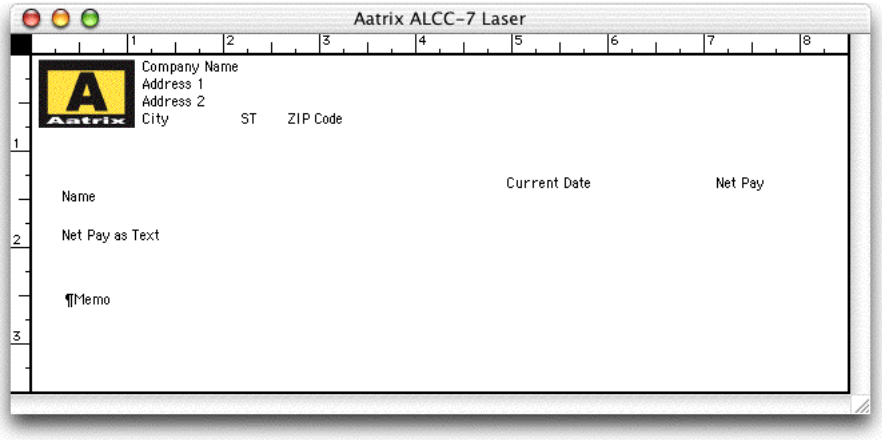

Continuous Feed Checks:




*To become familiar with the features in the Check Designer, you may wish to edit one of the sample checkform templates. Use the sample templates to practice adding, moving, aligning fields, etc. After experimenting, you can close the template without saving changes and the fields will return to their original positions.*

# Using the Check Designer window

To access the Check Designer, select **Utilities** > **Check Designer**. Use the commands in the menu bar at the top of the window and the graphic tools to either create your custom checkform templates or edit existing ones.




## Graphic tools

On the left of the **Check Designer** window is a palette containing tools for drawing lines, boxes, or circles. These tools are similar to the tools you would find in any paint or draw program on your Macintosh. By moving the mouse pointer onto the gray bar at the top of the palette, you can drag and drop it to any location on the screen.

The **Object Selection** tool (↖) is used to select and drag fields that appear on the check template. It is automatically selected when you enter the Check Designer.

The **Rectangle** tool is used to draw rectangles (boxes). To make a rectangle, click the Rectangle tool and the pointer changes to a cross hair (+). Mouse over to the approximate spot on the checkform you want to place the rectangle. Then click and hold the mouse button down to draw and shape the rectangle. After obtaining the proper size and shape for the rectangle, release the mouse button. To move the rectangle around on the form, first click the Object Selection tool and then click the shape and, holding the mouse button down, drag the object

The **Circle** tool is used to make circles. To make a circle, click the circle tool and the pointer changes to a cross hair (+). Mouse over to the approximate spot on the checkform you want to place the circle. Then click and hold the mouse button down to draw and shape the circle. After obtaining the proper size and shape for the circle, release the mouse button. To move the circle around on the form, first click the Object Selection tool and then click the shape and, holding the mouse button down, drag the object.

The **Line** tool is used to draw lines. One such use is to separate fields and columns on the pay stub. Use it the same way the Rectangle and Circle tools are used.

The symbols on the **Key** represent the various types of New fields you can add to a checkform.

• This symbol signifies a **YTD** field.

" This symbol signifies a **Fiscal YTD** field.

Δ This symbol signifies an **Hours** field.

∑ This symbol signifies an **Accumulated** field.

¶ This symbol signifies a **Prompted** field.

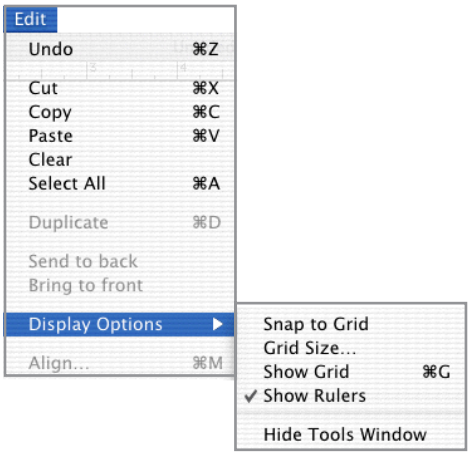
## Viewing checkform templates

When a checkform template is too large to fit completely on the screen, select **File** > **View** and slide the cursor to the desired size to reduce the checkform to 75%, 66%, or 33% of its actual size. To return to the form's regular size, click the close button/box in the upper left corner of the screen.

***Note:*** *You cannot edit the form while you are in* ***view mode****.*

## Display Options

The Check Designer utility comes with many built-in display options. To access them, select **Edit** > **Display Options**.




Use these options to save time and effort in designing or editing your checkform template. As you make your choices, a check mark (√) will appear next to each selection.

**Snap to Grid**

This feature lines up the print fields on the checkform by automatically snapping the field into an exact grid location. This is useful when lining up a number of fields in a row or column. The grid is invisible and does not show up on the screen.

**Show Grid**

This option actually shows the checkform grid on the screen, allowing more accurate drawing and positioning of fields. The grid will not print on your checks.

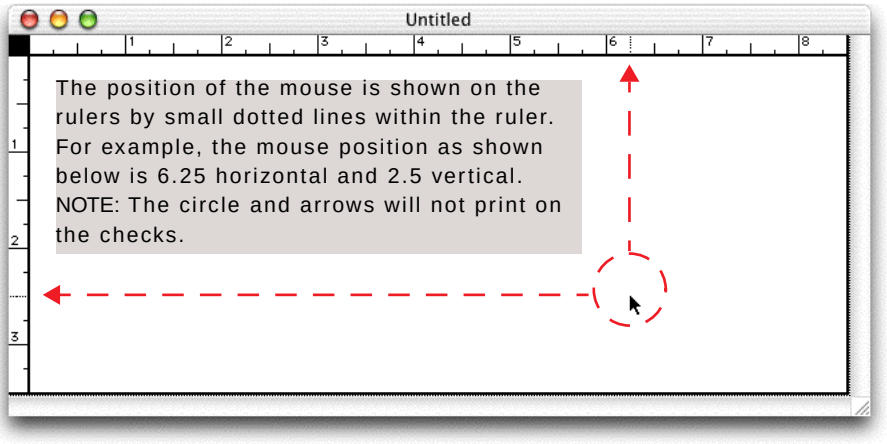
**Grid Size**

This feature allows you to change the size of the grid squares appearing on your screen. When selecting this option, a dialog window opens in which you can adjust both the vertical and horizontal lines of the grid by entering the number of spaces, in pixels, desired. Certain lines on the grid can be darkened, giving a more detailed reference point and making the alignment of different fields easier.

Note that the **Grid Size** option affects fields differently depending on whether the fields were created using the **Snap to Grid** option.

**Show Rulers**

This option displays rulers at the top and the left hand side of the Check Designer window. Use the rulers to line up fields with the mouse. To turn the rulers off, select the **Show Rulers** option again. The rulers will not print on your checks.

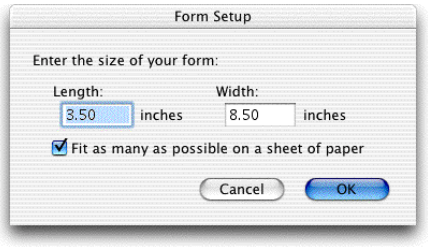

Untitled
The position of the mouse is shown on the rulers by small dotted lines within the ruler. For example, the mouse position as shown below is 6.25 horizontal and 2.5 vertical.
NOTE: The circle and arrows will not print on the checks.

**Hide Tools / Show Tools**

The **Hide Tools** option removes the tool palette from the window display. To re-display the tool palette, select **Show Tools**.

## Form Setup options

The first thing to do when setting up a checkform template is to establish the size of the checkform you will be printing. To access the **Form Setup** window, select **File** > **Form Setup**.




**Enter the size of your form**

Measure the **exact** size (in inches) of the form, including check and any accompanying stubs, from top to bottom and side to side. Use decimals to express your form length and width (e.g., 8.5, 3.8).

**Fit as many as possible on a sheet of paper**

This option is primarily designed for checkstock that contains two, three, or four checks on a sheet of paper. If you need to use this option, enter a page size that represents the amount of space each paycheck will use.

***Note:*** *Do NOT select this option if you are using continuous feed checks.*

*If you are using checkstock that contains more than one check per sheet, the size of your checkform must be set up appropriately in order to print multiple checks per sheet. Also, if you plan to print these checks from the Check Queue you must set up the* ***When printing queue, print ____ checks per page*** *option in Printing preferences.*

# Understanding Fields

This section provides instructions for the three different types of fields you can add to your checkform templates.

The term *field* identifies any item that is placed on a checkform template. Examples of some fields you may want to place on a template include check amount, payee name, check date, memo, and stub information (e.g., tax and deduction amounts). The position in which the fields are placed on a template is where they will print on your checks.

There are three different types of fields you can place on a checkform template:

**Text**

These fields are simply text. They are used primarily for headers or identifying other types of fields. Text fields are generally located right above or next to each data field so that data can be identified by you or your employees. For details, refer to Text fields on page 9-8.

**Picture**

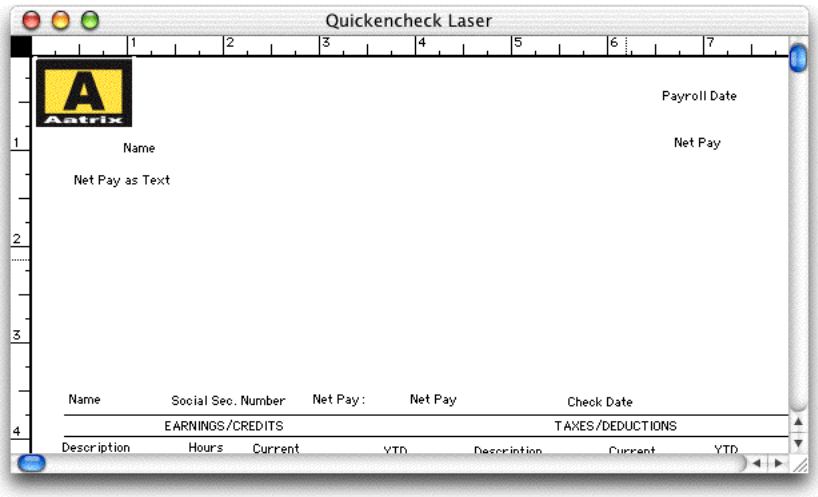
These are fields that contain graphic art such as your logo or signature. For details, refer to Picture fields on page 9-9.

**New**

These are fields that represent your payroll calculations and data. For details, refer to New data fields on page 9-9.

*Before printing any checks, you will need to modify one of the sample templates to fit your needs or create a new checkform from scratch. You may find it easier to modify one of the sample templates than to create an entirely new one. For more information on the sample templates, refer to* Sample checkform templates on page 9-2.

Following is an illustration of a checkform template that includes several fields, borders, lines, and a picture. This style of check can be printed on blank check stock using the MICR font and toner kit.



Both text fields and new fields may contain data in text or numeric format. Text and numeric formats are designed to align differently.

For example, text fields are aligned so they are *left-justified*. That is, they are aligned according to the first letter of the field as shown below, where the *F* in Federal and the *N* in ND Tax are properly aligned.

> Federal Tax:
> ND Tax:

Numeric fields are aligned so they are *right-justified*. That is, they are aligned according to the last number of the field as shown below, where the *4* and the *7* are properly aligned.

> 329.94
> 13.97

***Note:*** *Text representing a field will often appear to override text for another field. This happens because the actual string used to identify a field, such as Social Security (15 letters in the name), is longer than the actual number that prints on the check, such as 469-08-0001 (10 characters including the hyphens).*

## Adding fields

### Text fields

Text fields are fields that contain written text. They are used primarily for headers and as labels identifying other types of fields. Text fields print on your checks exactly the way they appear on the checkform.

Some standard **text** fields are Memo, Pay to the order of, and DOLLARS. If you are using pre-printed checkstock, you won't need to add them to your template.

#### Instruction Set 9–1: Adding a text field

1 Select **Fields** > **Text Field**.

2 Enter the text you want printed on your checks.

3 Click **OK**.

The text you entered appears in the upper left corner of the template

4 Move the newly created Text field to its correct position. If necessary, refer to Manually moving fields on page 9-15.

5 (Optional) Change the font and font style of the Text field using the **Font** and **Style** menu commands.

*To enter multiple lines of text for such things as an address, do so one text line at a time. Enter one line of text in the text field, click OK, then choose the Text Field command again to enter the next line.*

### Picture fields

Picture fields contain graphics, such as your corporate logo or your signature. They are a nice feature in that you can customize your checks with unique designs that identify your company. It is recommended that you add picture fields after all other fields have been added, positioned and tested.

### Instruction Set 9–2: Adding a Picture field

1 While in a paint program or graphic viewer, copy your PICT Art or graphic into the Clipboard. (If needed, see your Macintosh reference manual for instructions on using the Clipboard).

2 Open the checkform template to which the Picture field will be added.

3 Select **Fields** > **Picture Field**.

*The **Picture Field** command is grayed out if there is no picture in your Clipboard.*

4 Move the picture field to the desired location on the checkform.

*If the picture field is placed on top of a text field, use the **Edit** > **Send to Back** and **Edit** > **Bring to Front** commands to re-position the fields correctly.*

*To make text visible over a picture, select the text field and change the Style to **Outline**. This will white out the center of the text and make it visible on a black background.*

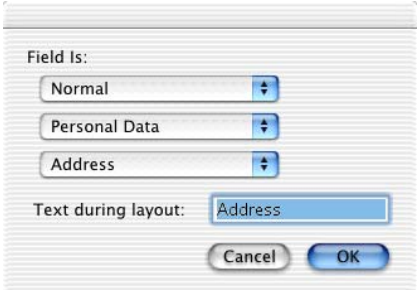
### New data fields

The **New Field** option allows you to add data fields onto your checkform. These may include such items as deductions, employer paid contributions, extra income, and any other items you have set up in your payroll program.

### Instruction Set 9–3: Adding a New field

1 Open the checkform template you want to add New fields to.

2 Select **Fields** > **New Field**.




The new field dialog allows you to select any variable in the payroll program and place them on your checkform template.

When you select an option from the top pop-up menu, the middle pop-up menu displays the categories associated with the option selected in the top pop-up menu.

As you choose categories from the middle pop-up menu, the third pop-up menu will display the categories associated with your selection in the middle pop-up menu.

***Note:*** *The above illustration shows the selections needed to create an employee Address field.*

**What does "Text during layout" do?**
The text in the "Text during layout" text box defaults to the name of the item selected in the bottom pop-up menu. This text helps you to recognize the fields on your checkform; it does not print on your checks. You can change the text by placing the cursor in the textbox and typing the text you want.

3 From the pop-up menus, select the desired combination of items from the three levels of pop-up windows. Depending on the selection, you may only need to specify the first or second level of pop-up windows. For more information, refer to the Field Is pop-up descriptions on page 9-10.

4 Click **OK**.

The new field appears in the top left corner of the checkform template.

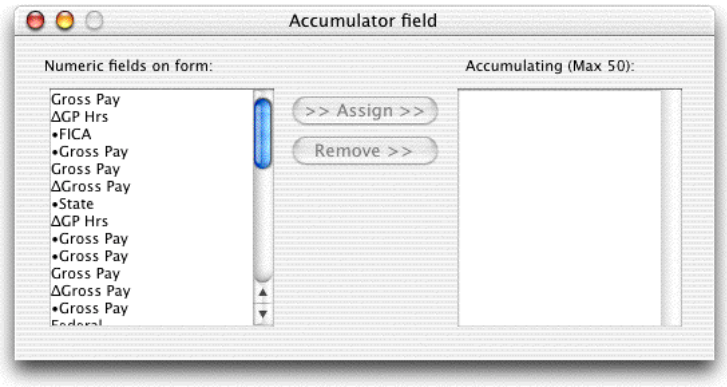
5 Move the field to its desired location.

6 Continue adding as many new fields as you need to complete the checkform.

## "Field Is" pop-up descriptions

This section describes many of the options available in the new field dialog. In most cases, what you select in the top pop-up menu controls the selection of options that become available in the other two pop-up menus.

**Accumulated**
An Accumulated field allows you to create a calculated field to add up other fields you have already placed on the form. You can combine up to fifty (50) different fields for your own customized calculations. When you select the Accumulated field, the following dialog will appear.




The Accumulator field dialog allows you to select items from the left list and assign them to the accumulated fields on the right side.

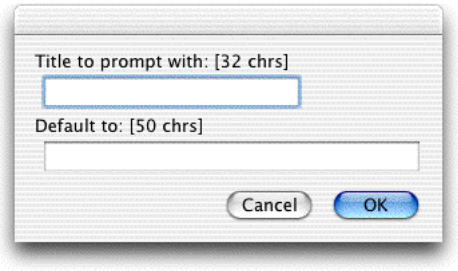
The items you select will be added together to produce the accumulated variable. For example, an accumulation can be used to create a total deductions field that adds up the total deductions for the pay period.

After assigning your fields to the right side, click the close button/box in the upper left corner. Enter a title in the **Text during layout** textbox for your "accumulator" field. Keep the title short if possible, in order not to clutter up the form template.

When you click **OK**, the field will appear on the checkform template with a "∑" character next to it signifying that the field is an accumulated field.

***Prompted***

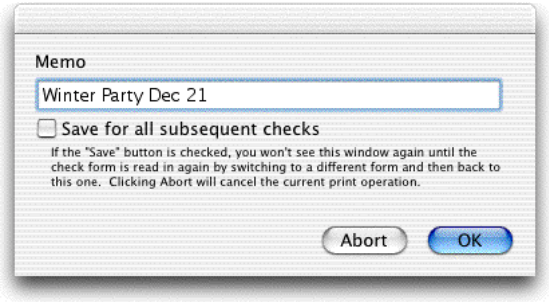
A Prompted field allows you to enter information for paychecks (e.g., memo) just before printing them. When you select this field type, the following dialog appears.




The **Prompt** for this field is a way of reminding yourself what the field is for when you actually use the checkform to print checks. For example, the prompt could be "Enter memo". This text will appear when you actually use the checkform to print checks. The **Default** text can be something you always want to appear for this field such as "Have a Good Day!". Use the Default field if the prompted information never or rarely changes.

When you click **OK**, a "¶" (paragraph mark) character is displayed alongside the prompted field as an identification mark. Move the prompted field where you want it to print.

When you use this checkform to print checks, a dialog such as the following will appear.


Memo
Winter Party Dec 21
Save for all subsequent checks
If the "Save" button is checked, you won't see this window again until the check form is read in again by switching to a different form and then back to this one. Clicking Abort will cancel the current print operation.
Abort
OK

Notice that the prompted text "Memo" displayed at the top of the dialog to remind you what this field is for. Enter the text you want printed on the check. If this text will be the same for all the employees, mark the **Save for all subsequent checks** check box. The program prints the text on the checks. If you don't save, different text can be entered for each paycheck.

***Pay Rate***

Prints the employee pay rates on the paychecks.

***Hours***

Prints the YTD and Fiscal YTD Hours on the paychecks.

***Applicable wages and tips***
Prints the amount of applicable wages or tips applied to whatever you select in the bottom pop-up menu.

***Overtime***
Prints the employee's OT and Double OT hours and amounts for the pay period.

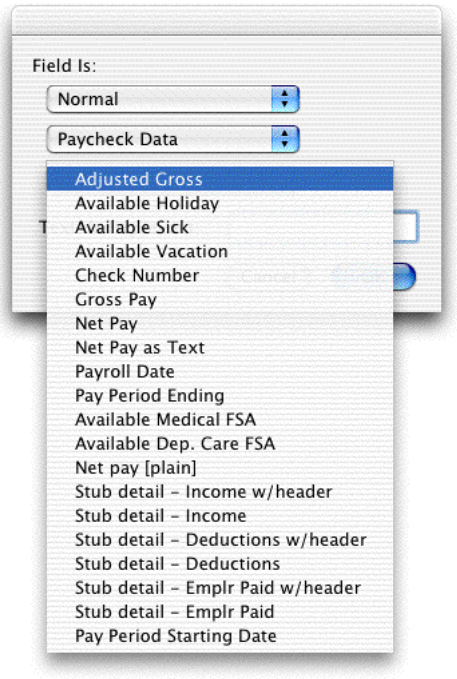
***Note:*** *The Pay Rate, Hours, and Applicable wages and tips options are not available in Aatrix PayCheck.*

***Normal (Year to Date, Fiscal YTD and Hours)***

***Note:*** *Because there are so many possible combinations for the Normal, Year to Date, Fiscal YTD and Hours field types, only the Normal type will be illustrated as well as some options that need further explanation.*

Middle pop-up section:

**Paycheck Data**
The following illustration shows what options are available in the bottom pop-up menu when the **Paycheck Data** option is selected in the middle pop-up menu.

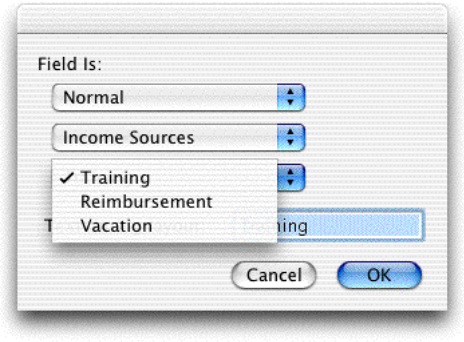



- Use the **Adjusted Gross** field only when you are sheltering deductions. It is the actual gross pay that the deductions were based on.
- The **Net Pay** field prints with the characters you set up in Preferences (such as *** asterisks), while **Net pay [plain]** prints without any characters and is generally placed on the pay stub portion of the check.
- The **Stub detail** fields, when placed on a checkform, automatically calculate employee income, deductions, and employer contributions.

**Normal/(Income Sources, Deduction Types, Emplr. Cont. Types)**

When you select either the **Income Sources**, **Deduction Types**, or **Emplr. Cont. Types** option from the middle pop-up menu, the bottom pop-up menu will list your “available” payroll items.

The following illustration shows an example of the options available in the bottom pop-up menu when **Income Sources** is selected from the middle pop-up menu.




***Note:*** *The Income Sources option is not available in Aatrix Paycheck.*

**Regular Pay Types**

When you select the **Regular Pay Types** option in the middle pop-up menu, the bottom pop-up menu will list the Income items that are built into the payroll program.

**Other Types**

When you select the **Other Types** option in the middle pop-up menu, the bottom pop-up menu will list a variety of miscellaneous fields.

- The Report Page Number and Report Period selections are not available in Check Designer and appear in gray.

**Deduction Groups, Empl. Paid Groups**

When you select either the **Deduction Groups** or **Empl. Paid Groups** option from the middle pop-up menu, the bottom pop-up menu will list all the “types” that a payroll item can be. Type fields, when placed on a checkform, total all the payroll items of the same type. For example, if you have two pension deductions, the Pension type field totals the amounts of both pensions.

**Active Income Fields**

The **Active Income Fields** will only print the extra income items that were used for this pay period. For example, if you have ten different extra income items, but only use four on a given pay period, only those four will print on the check. This way, you will not have to change your checkform each time you use different extra income items.

***Note:*** *The Active Income Fields option is not available in Aatrix PayCheck.*

- An **Excess Income** field will subtotal all extra income items after your ninth one, in case you have more than nine.
- An **Income Explanations** field will place a legend or key on the checkform to detail what the extra income items represent. Be sure to leave adequate room for the legend at the bottom of your stub portion. The program marks each item with a small case letter. For example:

  **a**) 34.43 **b**) 54.78 **c**) 50.00

The **Income Explanations** field will specify what each letter stands for. For example:

**a**) Overtime; **b**) Training; **c**) Travel money

- The **Inc. Expls. [inc. rts]** field works the same way as the Income Explanations field, but it also provides the hourly rate for each extra income item, if applicable. In order for this field to work properly, you must have the Active Income fields on the checkform. The legend should be placed at the bottom of the check or stub and will look something like the following when it is printed out:

  a) Overtime [8.75/hr];  b) Training [12.50/hr];  c) Travel money

**Liability Checks**

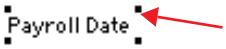
When you select the **Liability Checks** option in the middle pop-up menu, the bottom pop-up menu will list the fields that should be used specifically for liability checkform templates.

## Field Maintenance

Once a field has been placed on your template, there are many things you can do to get it to print the way you want. For example, you may want to change the font or you may need to use the Align feature to properly align a column of data. Feel free to experiment with the different methods described in this section.

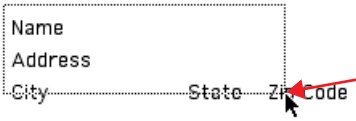
### Selecting fields

To select a single field, click the mouse pointer anywhere on the text of the field.

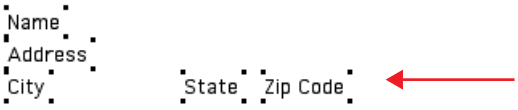



When a field is selected, you will see the “handles.”

To select multiple fields, hold down the SHIFT key while clicking the mouse pointer on the text of the fields. You can also “draw” a rectangle around the fields that you want to select as illustrated below. Note that you don’t have to completely draw around the field, as long as the field is touched by the dotted rectangle, it will be selected. You will note that each item you select has “handles” on the corners.




Draw the rectangle around the fields you want to select. (Use the Object Selection tool to




The selected fields look like this.

### Editing fields

Throughout the process of creating or modifying a checkform template, there will be times when you need to edit or modify a Text field or New field that has already been placed on the template.

#### Instruction Set 9–4:  Editing a field

1 Open the checkform template that has a field you want to edit.

2 Double-click the field (Text or New) you want to edit.

3 In the dialog that appears, edit the field as needed.

- If you are editing a Text field, type in the new text or edit the existing text.
- If you are editing a New field, select the appropriate options from the pop-up menus.

4 Click **OK**.

### Deleting fields

There may be times when you need to remove a field from a template.

#### Instruction Set 9–5: Deleting a field

Listed below are two ways to remove a field from a template:

- Select the field(s) to remove, then select **Edit > Clear**.
- Select the field(s) to remove, then press the **DELETE** key on your keyboard.

### Duplicating fields

There may be times when you want to duplicate a field. All types of fields, including Picture and Text fields, can be duplicated.

#### Instruction Set 9–6: Duplicating a field

Listed below are two ways to duplicate a field on a template:

- Select the field(s) to duplicate, then select **Edit > Duplicate**. The duplicated field appears on the template. Move the field where you want it to print.
- Select the field(s) to duplicate, then select **Edit > Copy** to copy the field to the Clipboard. Select **Edit > Past**e. The duplicated field appears in the top left corner of the template. Move the field where you want it to print.

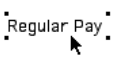
### Manually moving fields

Once a field has been placed onto a template, there are several ways to move the field into its correct position.

#### Instruction Set 9–7: Moving fields

There are four different ways you can manually move a field.

1 Click the mouse pointer anywhere on the text of the field. When the handles (four squares at the corners of the field, see below) appear, click the field while holding the mouse button down. Drag the field into the new position (a show box will show you where the field will be placed), and let up on the mouse button.




2 You can move any item or group of items by selecting them and using the arrow keys located at the bottom right corner of your keyboard to move the item(s). This will move the item 1/72 of an inch.

3 Select the field(s) to move. Then while holding down the **COMMAND** key, use the arrow keys to move the selected field(s).

4 Select the field(s) to move. Select **Edit > Cut** (the field will be cut to the Clipboard). Use your mouse to select the new location for the field(s). Select **Edit > Paste** to place the field(s) back on the form.

### Aligning fields

The Align feature allows you to align multiple fields to the left, right, top, or bottom of a checkform.

#### Instruction Set 9–8: Aligning a field on a checkform

1 On the template, select the fields you want to align.

2 Select **Edit** > **Align**.

3 In the dialog window that appears, choose the direction to align the selected fields horizontally or vertically.

***Note:*** *You can align fields either by column or by row, but not by both column and row simultaneously.*

4 Click OK.

### Changing fonts and font styles

You can further customize your paychecks by choosing the individual font and size of each field on the checkform. All fields can be the same font and size, or each field can be different. However, make sure you use fonts that your printer will recognize.

To set the font or size of a field before you place it on the checkform, use the **Font** and **Style** menus to select the desired setting before defining the field. To change a font or size after a field has been placed on the form, select that field by clicking on it and use the **Font** or **Style** menus to change the setting. Use the **Other** command in the **Style** menu to set a font size that is not available from the menu.

# Modifying existing checkform templates

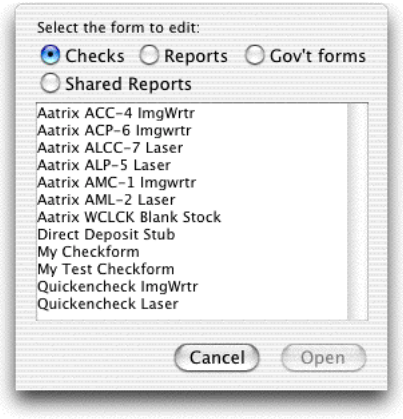
If you decide to use one of the included checkform templates to print your checks instead of creating a new one, you may find that the template needs some modification so that it prints your checks the way you want, For example, you may want to add/remove fields or you may want to move a field so that it prints in a different location.

## Instruction Set 9–9: Modifying an existing checkform template

1 From the menu bar, select **Utilities** > **Check Designer**.

2 If the checkform you wish to modify appears in the Check Designer window, continue to the next step.

If an Untitled checkform or a checkform you don't want to modify appears, select **File > Close**, select **File** > **Open**, in the window that appears select the checkform you want, then click **Open**.




3 Modify the checkform template to fit your specific needs.

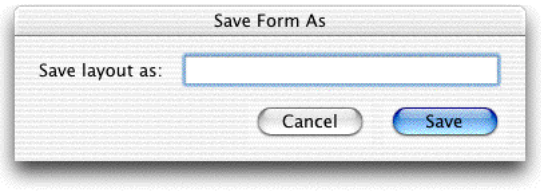
Instructions for moving, adding and deleting fields are provided in the section called Field Maintenance on page 9-14. If you want to add graphics such as lines or boxes, refer to the section called Graphic tools on page 9-3.

***Note:*** *To delete a field on a checkform template, select the field to delete with the pointer tool, then press the* ***DELETE*** *key on the keyboard.*

4 (Optional) Add a MICR line to the bottom of the checkform.

If you want your checks to print with a MICR line, refer to the document called "MICR Check Printing" located in the Documentation folder on the CD-ROM disk. This document outlines the different fields you need to add to your checkform template and how to enable the MICR check printing feature in the payroll program.

5 Select **File** > **Save As** to save the modified checkform.




By using the **Save As** option, you maintain a copy of the original template. Once you name and save your template, you should use the **Save** command to save any further changes you may make.

6 Enter a descriptive name for your checkform that is recognizable should someone else need to edit the form.

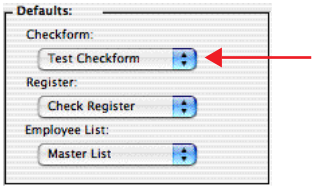
7 Click the **Save** button.

The program automatically saves the checkform template to the **Checkforms *f*** folder of the currently open company.

8 Select **File** > **Return to Payroll**.

9 Test print your checkform. For details, refer to Test printing checkforms on page 9-26 .

*Then you've completed the checkform you want to use, select it in the **Defaults** section of the **Company** tab window. The program will default to the designated checkform when you print checks.*




Use the Checkform pop-up menu to select the checkform to use when printing checks.

# Creating new checkforms

The following instruction set is meant as a lesson to guide you through the process of designing a new checkform template. The template will print one check per page in the center with some stub information at the top. To create an entirely new check layout, you need to determine which fields the check needs and where they will be placed on the template. When you are ready to design your own customized checkform template, simply use the information you learn from this lesson.

## Instruction Set 9–10: Creating a new check design form

This instruction set will produce a template for pre-printed checkstock. Because most pre-printed checks come with certain text already printed on them (e.g., *Company information, Check #, Pay to the order of*) as well as graphics like the signature line, the template won't include those type of fields.

1 Choose **Utilities** > **Check Designer**.

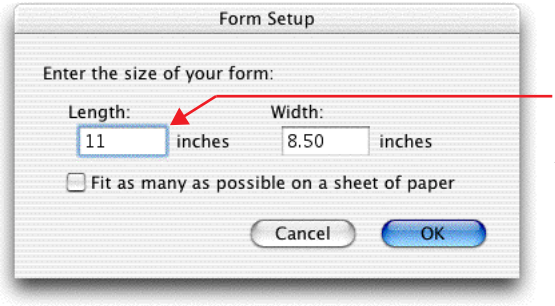
2 If an **Untitled** checkform window appears in the Check Designer window, continue to the next step.

If a completed checkform appears, select **File** > **Close**, then select **File** > **New** to bring up a blank **Untitled** checkform window.

3 Select **File** > **Save As**.

4 In the dialog that appears, enter a title (e.g., Test Checkform) for the checkform, then click **Save**.

5 Select **File** > **Form Setup**.




Change the length to 11". For this example, our checkform will consist of a check and a top stub.

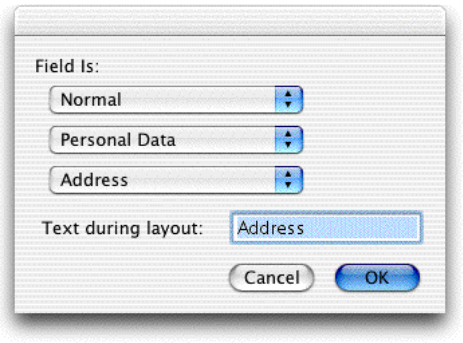
6 In the Form Setup dialog that appears, set up the form as illustrated. If needed, refer to Form Set-up options on page 9-6.

7 (Optional) Select **Edit** > **Display Options**. Decide if you want to activate any of the available options. Refer to Display Options on page 9-4.

Next you'll add fields to the checkform template. For complete details on each field type, you can refer to the section called Understanding Fields on page 9-7. For information on what you can do with the fields once they are placed on a template (e.g., move, align), refer to the section called Field Maintenance on page 9-14.

8 Add the fields for the “Check” portion of the paycheck.

To do so, select **Fields** > **New Field**.

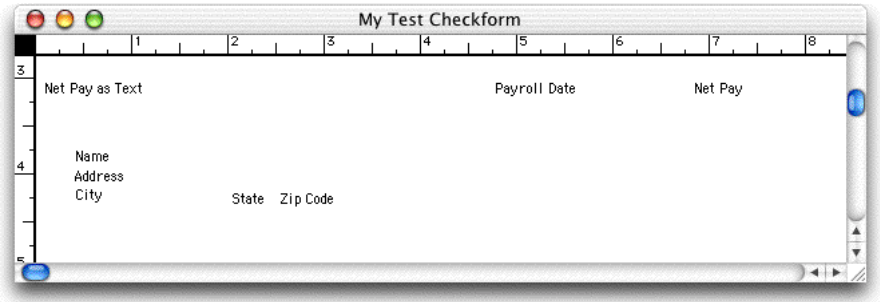



The top, middle, and bottom pop-up menus are used to create fields. For example, the above illustration shows the selections needed to create an address field. When the OK button is clicked, an address field will appear in the upper left corner of the template. The data for this field will print on the paychecks wherever it is positioned on the template.

Add the following **New** fields to your checkform template and move them to their proper locations in the center of the checkform.

| Top pop-up menu | Middle pop-up menu | Bottom pop-up menu |
|---|---|---|
| Normal | Paycheck Data | Net Pay as Text |
| Normal | Paycheck Data | Payroll Date |
| Normal | Paycheck Data | Net Pay |
| Normal | Personal Data | Name |
| Normal | Personal Data | Address |
| Normal | Personal Data | City |
| Normal | Personal Data | State |
| Normal | Personal Data | Zip Code |

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.




You can change the font and font style using the **Font** and **Style** menu commands. For details, refer to Changing fonts and font styles on page 9-16 .

*The bottom 5/8 inch of the printed check area must be clear of borders, lines, or graphics of any kind. The only item that can appear on the bottom 5/8 inch of the check is your bank information, printed with the MICR font.*

**9** Add fields to the "Stub" portion of the paycheck.

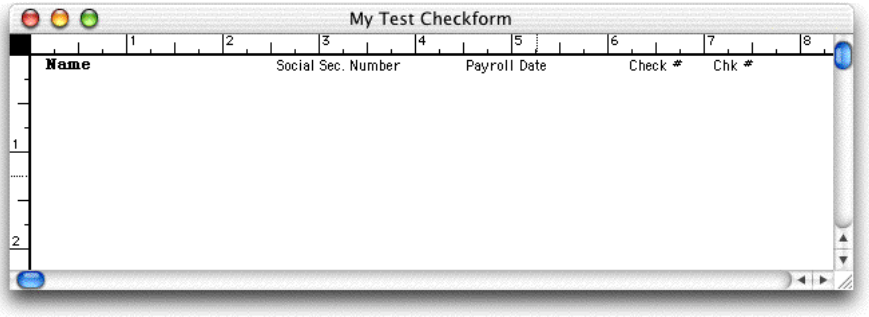
Because a typical stub has many fields, these instructions will have you add only a few fields to give you a general idea of how to create the stub portion of your checkform. You may find it helpful to open one of the sample checkform templates to see how their stubs are setup and positioned.

*TIt is recommended that you select **File** > **Save** frequently to save your changes. If you need to revert to a previously-saved form, close the checkform without saving, then open the form again to continue setting up the template from the last save.*

Add the following fields to the checkform template and move them to their proper locations at the top of the checkform.

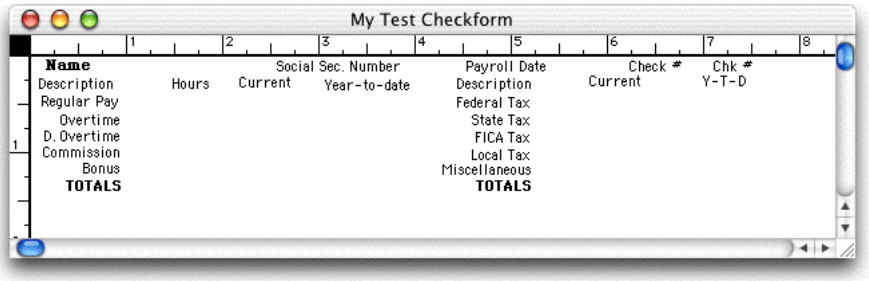
| Top pop-up menu | Middle pop-up menu | Bottom pop-up menu |
|---|---|---|
| Normal | Personal Data | Name |
| Normal | Personal Data | Social Sec. Number |
| Normal | Paycheck Data | Payroll Date |
| Normal | Paycheck Data | Check Number |

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.




Now use the **Text Field** command in the **Fields** menu to add the Text label fields that will become the headers for your columns and rows of stub data. If necessary, refer to Text fields on page 9-8 .

Refer to the following illustration for the naming of the text fields and where they should be positioned.

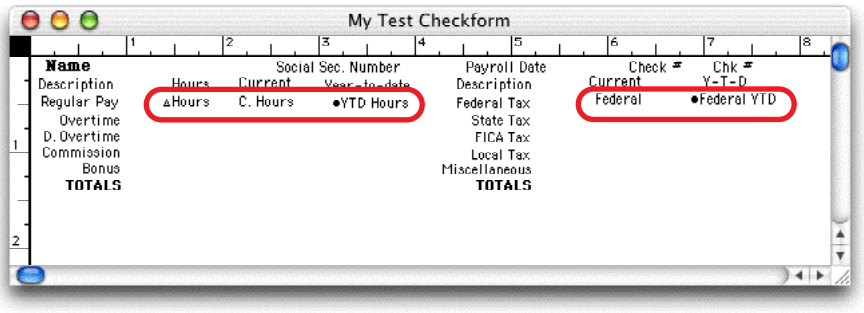


Next, you will add some calculating fields to the stub. The purpose of these fields is to print paycheck data such as hours worked, regular pay amounts, and YTD amounts.

Add the following **New** fields to the checkform template and move them to their proper locations at the top of the checkform. Note that the Text during layout field is used for the example shown below to alter the field name display.

| Top pop-up menu | Middle pop-up menu | Bottom pop-up menu | Text during layout |
|---|---|---|---|
| Hours | Regular Pay Types | Regular Pay | Hours |
| Normal | Regular Pay Types | Regular Pay | C. Hours |
| Year to Date | Regular Pay Types | Regular Pay | YTD Hours |
| Normal | Deduction Groups | Federal | Federal |
| Year to Date | Deduction Groups | Federal | Federal YTD |

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.

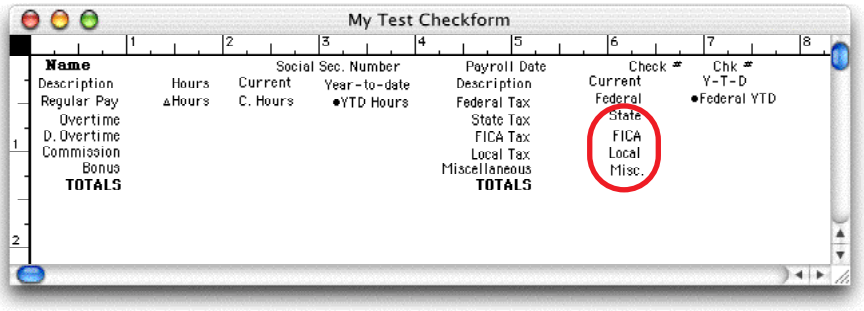



You should now have a general idea on how to create a variety of stub fields. Next you will add the fields needed to complete the deduction column and then you'll create a field that totals the data in the column.

Add the following **New** fields to the checkform template and move them to their proper locations at the top of the checkform.

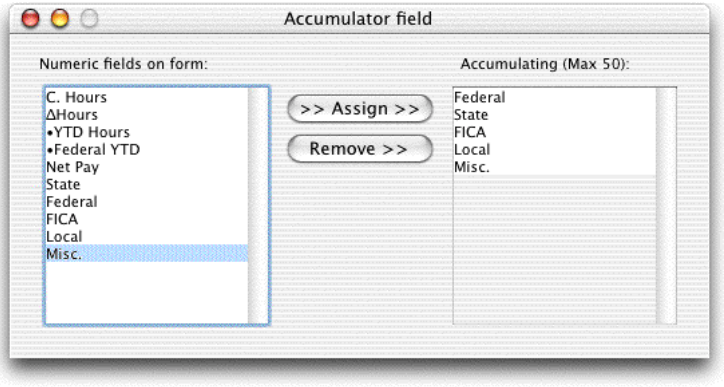
| Top pop-up menu | Middle pop-up menu | Bottom pop-up menu | Text during layout |
|---|---|---|---|
| Normal | Deduction Groups | State | State |
| Normal | Deduction Groups | Social Security | FICA |
| Normal | Deduction Groups | Local | Local |
| Normal | Deduction Groups | Miscellaneous | Misc |

When you are done adding these fields and moving them to their proper locations, the template should look similar to the following illustration.



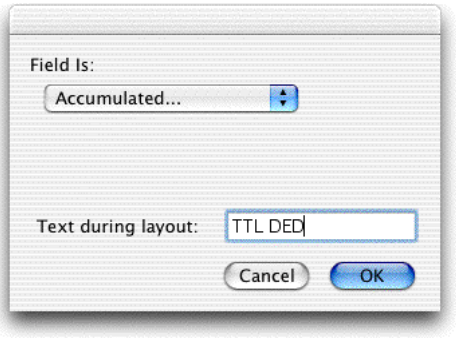

Now you are ready to create a field that will total the fields in the deduction column. To create this field, select **Fields** > **New Field**. In the dialog that appears, select the **Accumulated** option in the top pop-up menu.

The following dialog will appear. Select the **Federal** item from the left list, then click the **Assign** button. The Federal item will be added to the Accumulating list on the right.



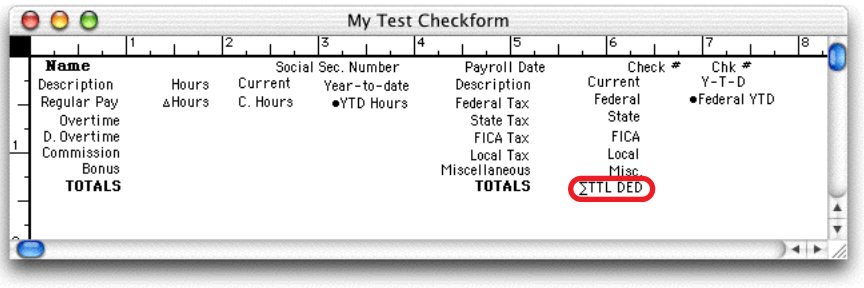

Continue assigning the deduction items to the Accumulating list until your dialog looks like the above illustration. After assigning the appropriate items, click the close button (the red button in OSX or the close button/box in OS 9).

In the **Text during layout** textbox, enter a brief title for the field such as **TTL DED (for Total Deductions)**, then click **OK**.



When you click OK, the field will appear in the upper left corner of the template. The name of the field will include a ∑ character to signify that it is an Accumulated field.

Move this field to its proper location. Your template should now look similar to the following illustration.



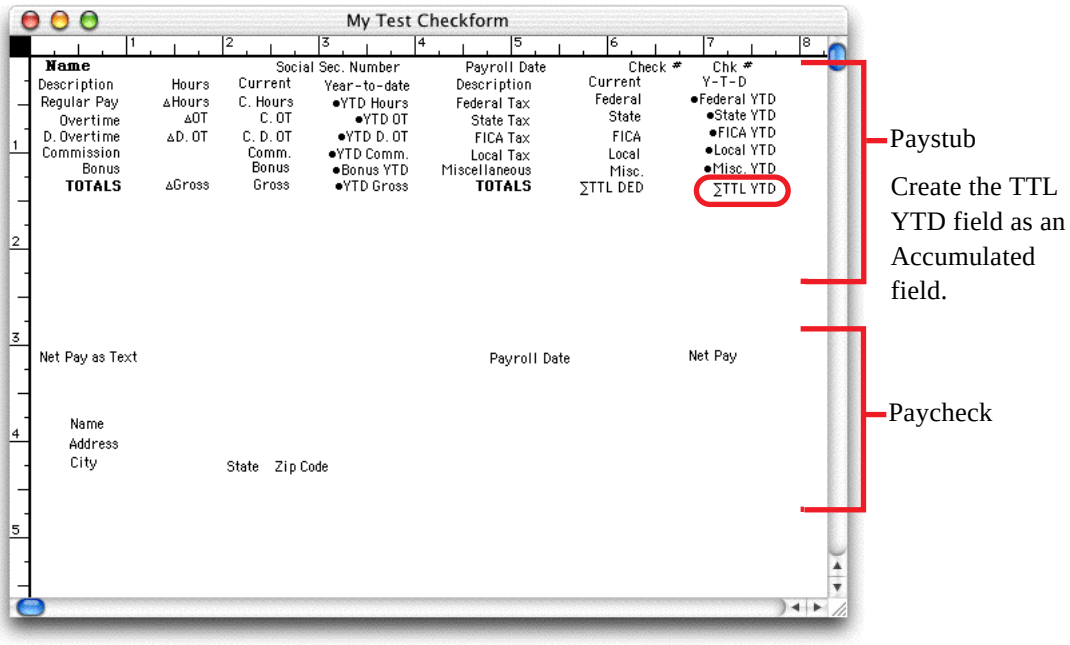

Up to this point, you have learned how to use the options in the New Fields dialog to create many different types of fields such as the Normal, Hours, Year to Date and Accumulated types.

Finish adding the fields to the stub portion of your checkform template.

| **Top pop-up menu** | **Middle pop-up menu** | **Bottom pop-up menu** | Text during layout |
|---|---|---|---|
| Hours | Regular Pay Types | Regular Overtime | OT |
| Normal | Regular Pay Types | Regular Overtime | C. OT |
| Year to Date | Regular Pay Types | Regular Overtime | YTD OT |
| Hours | Regular Pay Types | Regular D. Overtime | D. OT |
| Normal | Regular Pay Types | Regular D. Overtime | C. D. OT |
| Year to Date | Regular Pay Types | Regular D. Overtime | YTD D. OT |
| Normal | Regular Pay Types | Regular Commission | Commission |
| Year to Date | Regular Pay Types | Regular Commission | YTD Commission |
| Normal | Regular Pay Types | Regular Bonus | Bonus |
| Year to Date | Regular Pay Types | Regular Bonus | YTD Bonus |
| Hours | Paycheck Data | Gross Pay | Gross |
| Normal | Paycheck Data | Gross Pay | Gross |
| Year to Date | Paycheck Data | Gross Pay | YTD Gross |
| Year to Date | Deduction Groups | State | State |
| Year to Date | Deduction Groups | Social Security | FICA |
| Year to Date | Deduction Groups | Local | Local |
| Year to Date | Deduction Groups | Miscellaneous | Misc. |

Create the **TTL YTD** (Total Year-to-Date) calculation field as an Accumulated field as explained in the New Fields“Accumulated” on page 9-10.

When you are done, your template should look similar to the following illustration.




10 (Optional) Use the tools in the tool palette to draw lines or boxes to separate the data in the columns and rows.

11 (Optional) Add a MICR line to the bottom of the checkform.

If you want your checks to print with a MICR line, refer to the document called “MICR Check Printing” located in the Documentation folder on the CD-ROM disk. This document outlines the different fields you need to add to your checkform template and how to enable the MICR check printing feature in the payroll program.

12 Select **File > Save**.

13 Select **File** > **Return to Payroll**.

14 Test print your checkform. For details, refer to Test printing checkforms on page 9-26 .

*Then you’ve completed the checkform you want to use, select it in the **Defaults** section of the **Company tab window**. The program will default to the designated checkform when you print checks.*

# Test printing checkforms

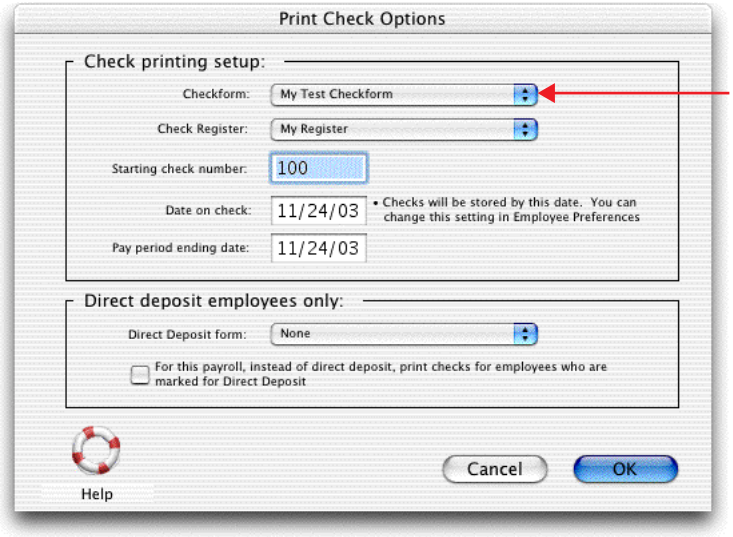
After designing or modifying your checkform template, you will need to test print the template using real data. This allows you to verify that the finished form prints exactly how you intended.

## Instruction Set 9–11: Test printing a checkform

1 If your checkform template is open, select **File** > **Return to Payroll**.

2 In the **Process Payroll** tab window, select an employee in the Employee List.

3 Click the **Print Check** button.




Select the checkform that you created from the pop-up menu.

4 Make sure the checkform template you want is selected from the **Checkform** pop-up menu. and click **OK**.

5 In the Print dialog that appears, click the **Print** button.

*After printing be sure you do NOT record any of your test check printouts.*

6 Hold the paycheck printout over one of your pre-printed checkstock sheets. Verify that all the fields on the paycheck line up with the fields on the actual pre-printed check sheet.

7 If needed, make any necessary adjustments (e.g., move or align fields) to the template by opening the template in the Check Designer and making the changes you need.

8 Repeat steps 2 to 7 until the check prints out as needed.

If you cannot get your check to print out as intended, you can try the following suggestions to correct the problem.

- Adjust the size of the template by selecting **File** > **Form Setup**.
- Change the checkform orientation by selecting **File** > **Page Setup**.
- If your checkform requires printing beyond the normal printer boundaries, you may try selecting the **Larger Print Area** option in **File** > **Page Setup** to see if that corrects your problem.

*Changing to a different printer can cause significant variations in the output.*

# Notes

CHAPTER 10

# Time Card

## Chapter overview

The following information is covered in this chapter:

- Time Card overview
- Using Time Card
- Other Tasks
  - Importing Time Card hours into Payroll
  - Printing time cards
  - Viewing Time Card reports

# Time Card overview

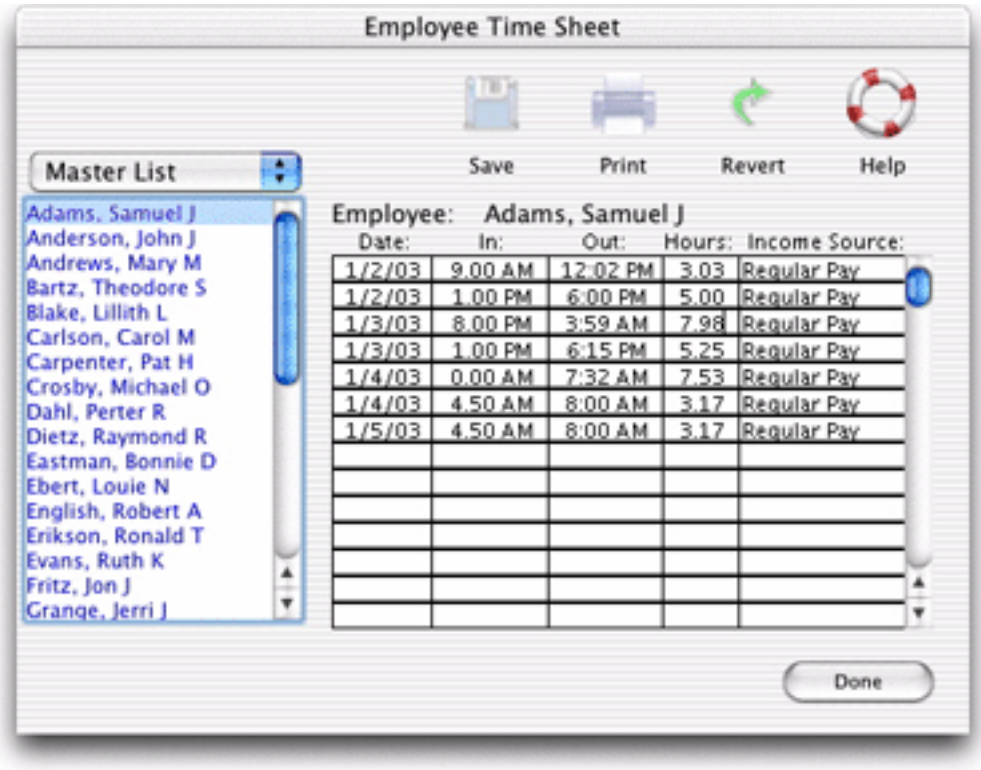
Time Card is a feature of your payroll program that allows you to store employee work information (e.g., date worked, punch in/out times) in employee time sheets. When you process payroll, simply import the Time Card data and your payroll program will automatically insert the hours into each employee's paysheet and make all the calculations for you.

You can use Time Card for entering work information (e.g., date worked, punch in/out times) into the employee time sheets.

***Note:*** *All entries remain in the employee time sheets until you close out the year.*

## The Employee Time Sheet

To access the Employee Time Sheet window, open your payroll program, then select **Activities** > **Time Card**.




The payroll program stores your employee work information (e.g., date, punch in/out) in individual time sheets. Each time sheet entry includes the following information:

- Date
- Punch In and Punch Out times.
- Number of hours and minutes worked. (The program automatically calculates the In/Out time and then displays that time in hundredths in the Hours field.)
- Name of the income item that the hours should be applied to.

# Using Time Card

Time Card is a feature within your payroll program. It is here that you *manually* enter your employee work information (e.g., date worked, punch in/out times) into the employee time sheets.

## Before using Time Card

Before you begin using Time Card, complete the following steps:

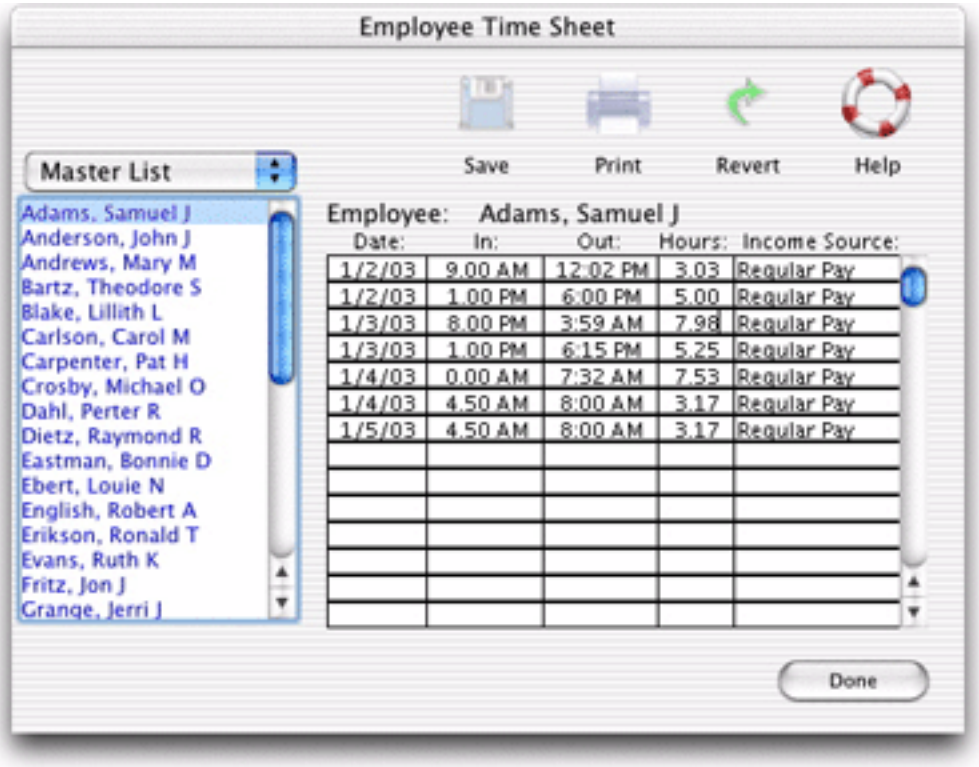
- Open your computer's **Date & Time** Control Panel and set the **Time Format** to the 12 Hour setting.
- Set the options in the **Time Card Preferences** to your needs. For example, hours are entered in a 12 hour (AM/PM) or 24 (0-23) format. For more information, refer to *Time Card preferences* in Chapter 2.
- Make sure the option "Default to employee hours from previous period" in **Employee Preferences** is NOT selected if you plan to use the Time Card hours for processing payroll. For more information, refer to *Employee preferences* in Chapter 2.

## Manually entering data into time sheets

The following instruction set will guide you through the process of manually entering your employee's work information into time sheets.

### Instruction Set 10–1: Manually entering data into a time sheet

1 In your payroll program, select **Activities** > **Time Card**.



***Note:*** *Both the **Tab** and **Enter** keys will move the cursor from field to field.*

2 From the **Employee List** on the left, select an employee.

3 Enter the employee's work information in the appropriate fields.

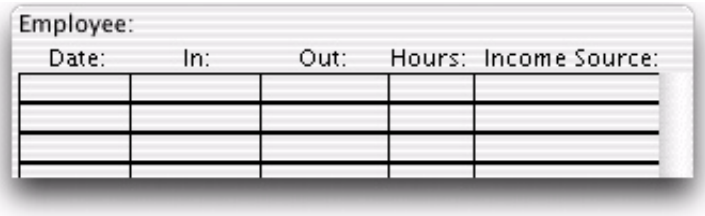
A description of each field and how to enter your information is provided below.

4 Click the **Save** button.

5 Repeat steps 2 to 4 for each employee you need to enter data for.

6 When you are ready to process payroll, refer to Importing Time Card hours into payroll on page 10-8.

## Timesheet data fields




**Date**

The program always assumes you are entering hours for the current month and current year. To enter hours for the current month, enter the date of the month such as 26th, or 27th, or 28th in the **Date** field. Press the Tab key (or Enter key), and the program automatically fills in the **Date** field with the appropriate date format (e.g., 9/26/02).

*To enter hours for a date other than the current month, enter both the month and the date by using a "separator" of your choice. Separators can be any character (e.g., a period, star, plus sign, space, or letter) except a number. For example, enter 6*30 for June 30th, press the Tab key (or Enter key), and the program fills in the Date field with 6/30/02.*

**In/Out**

***Basic time entry***

To enter straight hours such as 7:00, 10:00, or 23:00, enter the digits for the hour such as 7, 10, or 23. Press the **Tab** key, and the program fills in the field in the appropriate format.

***Note:*** *You can also use the **Enter** key located on the number pad on your keyboard.*

For entries which include either minutes or hundredths (e.g., 7:22, 23:92), enter the hour, followed by a "separator" of your choosing, then enter the minutes/hundredths. For example, you could enter 7*22 (for 7:22), hit Tab or Enter, and the program would fill in the field with 7:22.

***Information on 24 Hour entries***

If you have the 24 Hour option selected in Time Card Preferences, the program will not add the AM/PM information like it will if you select the 12 Hour option.

***Information on 12 Hour (AM/PM) entries***

For entries in the **In** field, the program assumes that the times entered are AM times. If the entry is a PM time, you need to place a separator after the time entry, and then type the letter "p" for PM. For example, to enter 11:15 PM in the "In" field, you could enter 11*15*p and the program would format it as 11:15 PM when you press the Tab key (or Enter key).

For entries in the **Out** field, the program calculates whether the time entry is an AM or PM entry based upon the entry in the **In** field.

For example, if you entered 10:00 AM in the **In** field and 2*15 in the **Out** field, the program would format the **Out** entry as 2:15 PM when you press the **Tab** or **Enter** key. If you entered 8:00 AM in the **In** field and 10*45 in the **Out** field, the program would format the **Out** field entry as 10:45 AM when you press the **Tab** or **Enter** key.

***Note:*** *These last two examples illustrate how the program uses the noon hour in determining whether the time entry should be AM or PM*

***In/Out entries that involve Midnight***

The program will calculate the In/Out time for entries which involve a midnight shift. The manner in which you enter a midnight value depends on which **Time Format** option (12 Hour or 24 Hour) you have selected in the Time Card Preferences.

The following example illustrates how you could enter hours which involve midnight using the **12 Hour** option. The midnight hour is entered as 12:00 AM.

Employee: Adams, Samuel J

| Date: | In: | Out: | Hours: | Income Source: |
|---|---|---|---|---|
| 1/2/03 | 9.00 AM | 12:02 PM | 3.03 | Regular Pay |
| 1/2/03 | 1.00 PM | 6:00 PM | 5.00 | Regular Pay |
| 1/3/03 | 1.00 PM | 6:15 PM | 5.25 | Regular Pay |
| 1/3/03 | 8.00 PM | 3:59 AM | 7.98 | Regular Pay |
| 1/4/03 | 12:00 AM | 3:32 AM | 3.53 | Regular Pay |
| 1/4/03 | 4.50 AM | 8:00 AM | 3.17 | Regular Pay |
| 1/5/03 | 4.50 AM | 8:00 AM | 3.17 | Regular Pay |

The next example illustrates how you could enter hours which involve midnight using the **24 hour** option. Midnight is entered as 0:00, not 24:00.

Employee: Adams, Samuel J

| Date: | In: | Out: | Hours: | Income Source: |
|---|---|---|---|---|
| 1/2/03 | 9.00 | 12:02 | 3.03 | Regular Pay |
| 1/2/03 | 13.00 | 18:00 | 5.00 | Regular Pay |
| 1/3/03 | 13.00 | 18:15 | 5.25 | Regular Pay |
| 1/3/03 | 20.00 | 3:59 | 7.98 | Regular Pay |
| 1/4/03 | 0.00 | 3:32 | 3.53 | Regular Pay |
| 1/4/03 | 4.50 | 8:00 | 3.17 | Regular Pay |
| 1/5/03 | 4.50 | 8:00 | 3.17 | Regular Pay |

**Hours**

The program automatically calculates each In/Out time and displays the number of hours and minutes/hundredths worked in the **Hours** field.

*If you know the number of hours and minutes the employee has worked, you can enter this value in the **Hours** field and leave the In/Out fields blank. If you choose this method of time entry, the minutes value MUST be entered in hundredths.*

**Income Source**

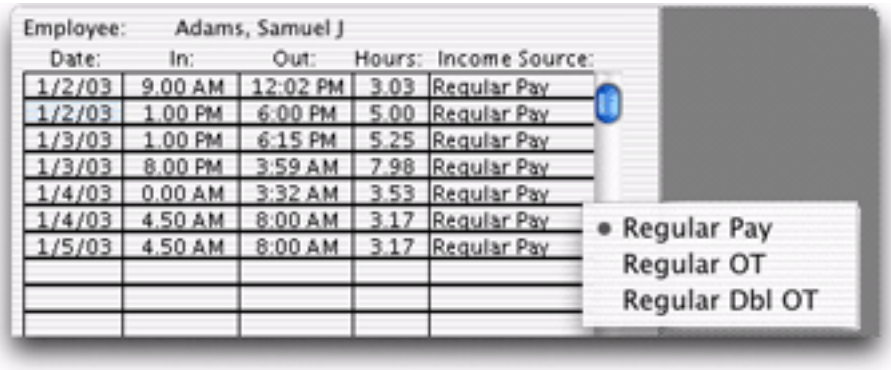
The information entered in the **Income Source** field tells the program which income item to apply specific hours to when you import hours for payroll processing.

*If you are using the **Aatrix PayCheck** payroll program, your list of available income sources will include ONLY Regular Pay, Regular OT, and Regular Dbl OT.*

What income source choices you have depend on whether or not the **Automatic Overtime Calculation** option is selected and set up in the Time Card Preferences.

- **If the Automatic Overtime Calculation option is set up in Time Card Preferences:**

  When you tab to the **Income Source field**, the program fills in the field with the **Regular Pay** income type. When you import the Time Card hours for payroll processing, the program calculates the number of hours and enters these hours into the appropriate fields (regular, overtime, and double overtime) of the employee's paysheet. If you need to assign specific hours (e.g., the employee worked a holiday) to overtime or double overtime, click your mouse in the **Income Source** field. A pop-up menu will appear (see below) allowing you to select the appropriate income item.


Employee: Adams, Samuel J
Date: In: Out: Hours: Income Source:
1/2/03 9:00 AM 12:02 PM 3.03 Regular Pay
1/2/03 1:00 PM 6:00 PM 5.00 Regular Pay
1/3/03 1:00 PM 6:15 PM 5.25 Regular Pay
1/3/03 8:00 PM 3:59 AM 7.98 Regular Pay
1/4/03 0:00 AM 3:32 AM 3.53 Regular Pay
1/4/03 4:50 AM 8:00 AM 3.17 Regular Pay
1/5/03 4:50 AM 8:00 AM 3.17 Regular Pay
Regular Pay
Regular OT
Regular Dbl OT

- **If you want to assign hours to extra income items (e.g., Training) in addition to the regular income *and* you don't have the Automatic Overtime Calculation option set up in Time Card Preferences, the program offers the following two methods for entering an income item name.**

  1) When you tab to the **Income Source** field, enter the first letter of the name of the income item you wish to apply these specific hours to. The program will search your list of available income items and automatically fill in the field with the name of the income item that it first matches. If the program selected the wrong income item, type in the next letter of the income item name and the program will search for the next closest match, and so on.

  2) Press **Command-L** when you tab to the **Income Source** field. A dialog will appear listing your available income items. Select the income item you wish to apply these specific hours to, then click the **Select** button. The income item you selected will be entered into the **Income Source** field.

## Printing employee time sheets

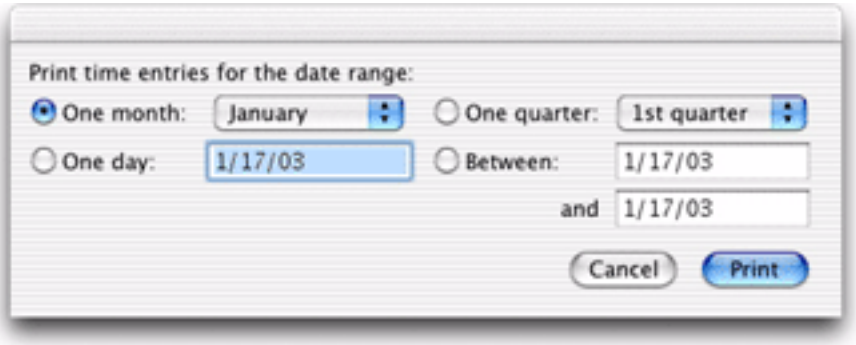
You can print out your employees' work hours at any time to verify the data entries and to keep a hard copy on file.

### Instruction Set 10–2: Printing an employee time sheet

1 From the **Employees** tab window, select **Activities** > **Time Card**.

2 In the Time Sheet window, select the employee whose time sheet you want to print from the **Employee List** on the left.

3 Click the **Print** button.




4 Limit the time period to only those entries you want to print.

5 Click the **Print** button.

6 In the Print dialog that appears, click **Print**.

***Note:*** *The **Hours** field of the printout displays the minutes converted into hundredths.*

# Other Tasks

This section includes the following information:

- Importing Time Card hours into payroll
- Printing time cards
- Viewing Time Card reports

## Importing Time Card hours into payroll

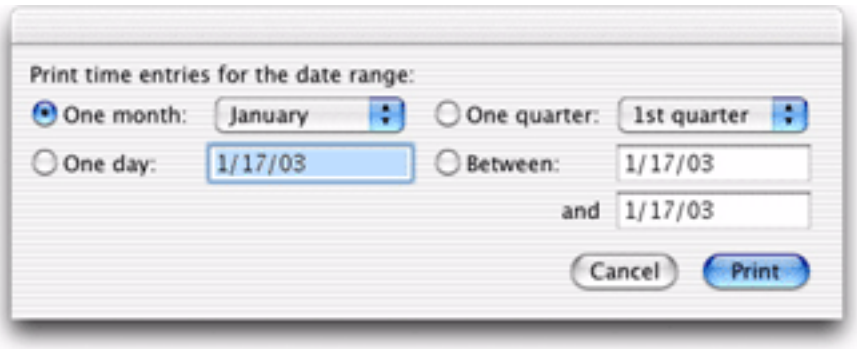
When you process payroll, you'll find that importing the individual employee's Time Card hours is an easy process. Please read through the following instructions *before* you begin.

### Instruction Set 10–3: Importing Time Card hours into payroll

*The Import Time Card feature will not work correctly if the "**Default to employee hours from previous period**" option is selected in Employee Preferences. Before continuing, verify that this option is not selected.*

1 In the **Process Payroll** tab window, select an employee from your Employee List.

2 Select **File** > **Import Time Card Hours**.




3 Set the date range for the hours you want to import.

4 Click the **Import** button.

The specified Time Card hours will be imported and assigned to the appropriate income items of the selected employee's paysheet. If the Time Card entries are time formatted to Minutes, the program automatically converts the minutes to fractions of hours in hundredths. This happens because the payroll program only handles fractions of hours in hundredth.

*If you change the number of hours in the **Process Payroll** window, the hours in the employee time sheet do not change accordingly.*

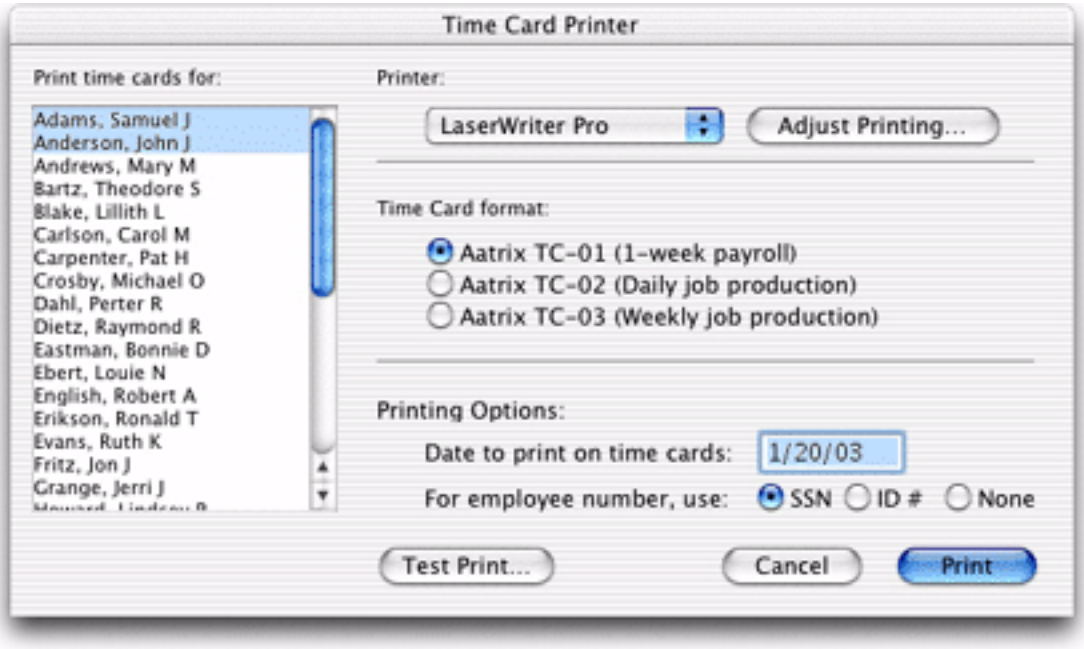
## Printing time cards

A feature called the Time Card Printer can be used to print time cards. These time cards include your employee's names and identification numbers.

You have a choice of three different time card formats which can be printed on plain paper or card stock that is available from Aatrix Software. You can then use these time cards to either manually enter the times or for machine time clocks.

### Instruction Set 10–4: Printing a time card

1 In your payroll program, select **Utilities** > **Time Card Printer**.




2 From the **Print time cards for** list, select the names of the employees whose time cards you wish to print.

3 From the **Printer** pop-up menu, select the type of printer on which you will be printing time cards.

If your printer type is not listed in the **Printer** pop-up menu, select the **Adjust Printing** option.

4 From the **Time Card Format** options, click the button that represents the type of time card you want to print.

5 Set up the time card **Printing Options**.

**Date to print on time cards**
Enter a date to print on the time cards. If you don't want a date printed on your time cards, leave the text box blank.

**For employee number, use**
Depending on which type of number you want printed on the time cards, click either the **Social Security Number** or **ID#** radio button. Select the **None** option if you don't want any type of employee number printed on the time cards.

6 Click the **Print** or **Test Print** button.

**Print**

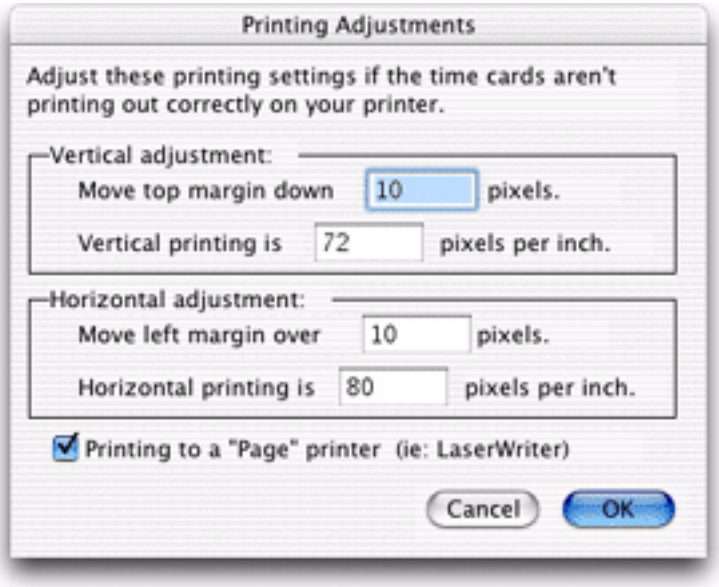
Click the **Print** button if you have already tested your printing settings and your time cards print out correctly on your printer. The standard Macintosh print dialog will appear allowing you to print out your time cards.

**Test Print**

Test printing allows you to print a blank sample time card to determine whether any adjustments need to be made to your printing settings. If, after printing out a sample time card, you find that some printing adjustments are needed, refer to the following section. Continue test printing until your time cards looks the way you want.

### Adjusting time card printing settings

If the time cards are not printing out correctly on your printer, click the **Adjust Printing** button.




Use the **Printing Adjustments** dialog to adjust the printing settings of the top and left margins of your time cards. For example, if your printer requires you to “center” feed time card stock, you could move the left margin over by the number of appropriate pixels.

If you are printing to a page feed printer, such as a LaserWriter, click the **Printing to a “Page” printer** checkbox.

---

***Note:*** *If you select one of the available printers in the* ***Printer*** *pop-up menu (e.g., Style Writer, LaserWriter Pro), and you alter the settings in the* ***Printing Adjustments*** *dialog, the program will automatically change your selection in the* ***Printer*** *pop-up menu to the* ***Custom Settings*** *option.*

---

## Viewing Time Card reports

Predesigned reports have been created for your Time Card data. Refer to the Time Card Reports in Appendix B.

CHAPTER 11

# Setting Up Reminders

## Chapter overview

The following information is covered in this chapter:

- The Reminders Calendar
- Creating reminders
- Printing reminder calendars

# The Reminders Calendar overview

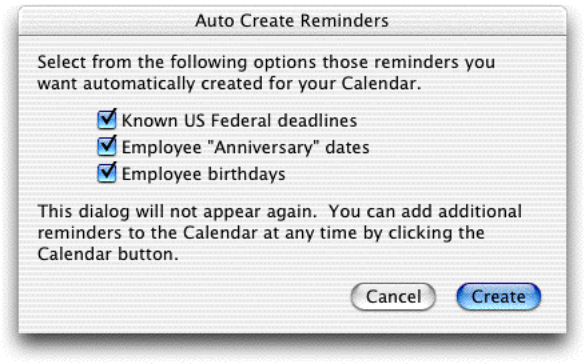
The **Reminders Calendar** feature allows you to set up important events you wish to be reminded of such as Federal tax deposits, health insurance payments, state taxes, unemployment payments, and even employee birthdays and anniversaries. You can even print out monthly calendars listing all the things you need to remember.

## Opening the Reminders Calendar

There are two ways in which you can access the Reminders Calendar:

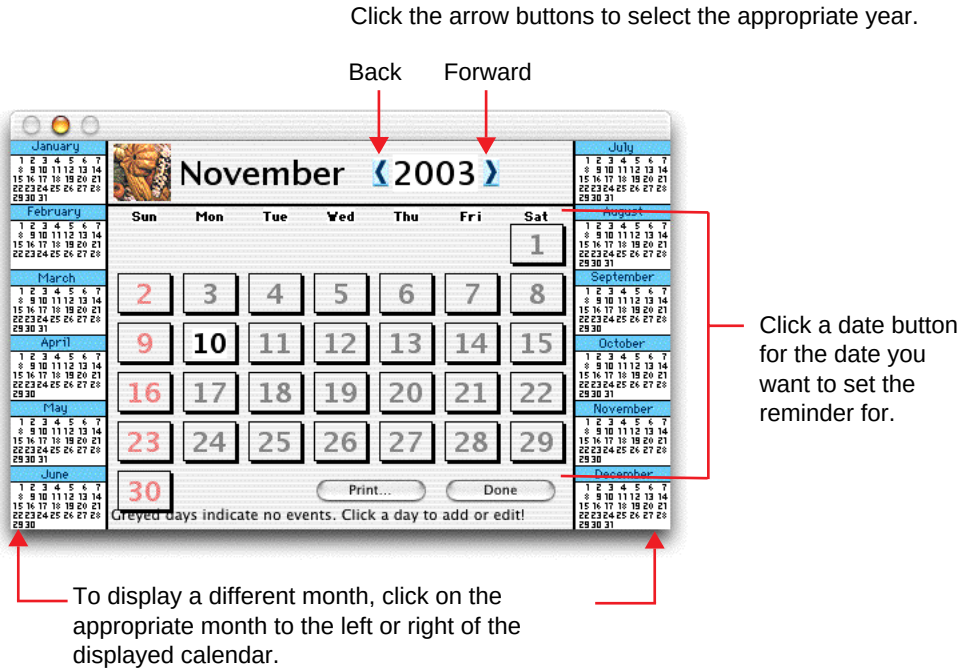
- From the **Company** tab window, click the **Calendar** button
- From the **Employee** tab window, select **Activities** > **Calendar**.

***Note:*** *The first time you open the Reminders Calendar, the following dialog appears. It allows you to select certain types of reminders to automatically add to your* ***Reminders*** *file. Make sure the option(s) you select are the ones you want because you will not see this dialog again.*


Auto Create Reminders
Select from the following options those reminders you want automatically created for your Calendar.
Known US Federal deadlines
Employee "Anniversary" dates
Employee birthdays
This dialog will not appear again. You can add additional reminders to the Calendar at any time by clicking the Calendar button.
Cancel
Create

To create the calendar, select the option(s) you want, then click **Create**.

The **Reminders Calendar** displays.




## The Reminders Calendar buttons

### Year

Clicking the arrow buttons next to the **year** allows you to change calendar years. The program limits the range of years from 1980 to 2050.

### Month

Clicking the **month** buttons bordering the window brings up the calendar for that particular month.

### Day

Clicking the **day** button causes the **Reminder Setup** dialog for that day to appear. Days displayed in bold indicate that reminders have been set up for those specific dates. For instructions on setting up reminders, refer to Setting up reminders on page 11-4.

## Setting up reminders

Creating reminders is fast and easy. And once they are set up, you never have to worry about remembering an important event ever again.

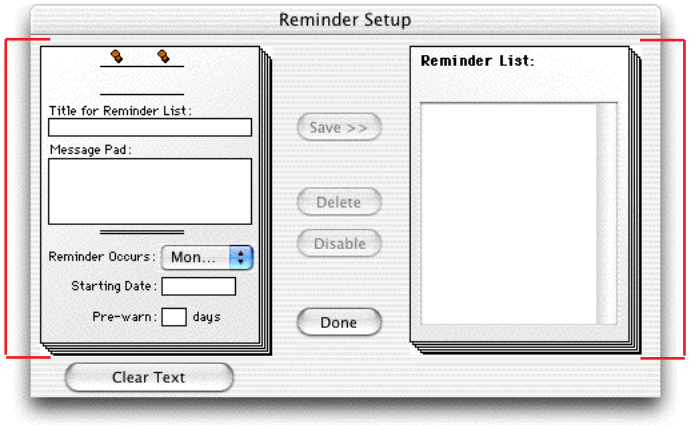
### Instruction Set 11–1: Setting up a reminder

1 Open the **Reminders Calendar**.

2 Click a **month** button (for example, April).

3 Click a **day** button (for example, 15th).

The section on the left side is used to set up the reminder. This includes a title as well as a description.




This section displays the titles of the reminders currently set up for the selected day.

*If there is text displayed in the **Title** and **Message Pad** fields, you can click the **Clear Text** button to clear the fields for the new reminder.*

4 Enter the information for the reminder.

**Title for Reminder List**
Enter a name for this reminder (limited to 31 characters).

**Message Pad**
Enter the text for this reminder. The text entered here is the text that will be displayed in the **Reminders Due** window and printed on a calendar printout.

***Note:** If the Message Pad field is left blank, the program will use the text from the Title field for the **Reminders Due** window and calendar printout.*

**Reminder Occurs**
From the **Reminder Occurs** pop-up menu, select the time period for which you want to be reminded of this event such as, monthly, quarterly, annually.

**Starting Date**
Enter the date that the program should start reminding you of this event.

**Pre-warn**
Enter how many days in advance you wish to be reminded.

5 After setting up your reminder, click **Save**.

When you click **Save,** the **Title** of this reminder appears in the **Reminder Lis**t on the right. The text you entered in the **Message Pad** field is displayed in the **Reminders Due** window when it comes due. For details refer to The Reminders Due window on page 11-7 .

6 Click **Done**.

*You can create all your reminders from one **Reminder Setup** window. Simply enter the correct **Starting Date** for each new reminder. When you click **Save** the program automatically places the reminder in the Reminder List for the appropriate date(s).*

## Editing reminders

Sometimes after you create a reminder, you may need to go back and make certain changes. You can edit reminders quickly and easily.

### Instruction Set 11–2: Editing a reminder

1 Open the **Reminders Calendar**.

2 Click the buttons (e.g., month and day) for the desired reminder.

3 In the **Reminder List** on the right, select the title of the reminder you want to edit.

4 Make the changes you want in the pad on the left.

5 Click **Save**.

6 Click **Done** to return to the Reminders Calendar.

## Deleting reminders

At some point, you may determine that you no longer need certain reminders. When that happens, you can easily remove the reminder by deleting it.

### Instruction Set 11–3: Deleting a reminder

1 Open the **Reminders Calendar**.

2 Click the buttons (e.g., month and day) for the desired reminder.

3 From the **Reminder List** on the right, select the title of the reminder you want to delete.

4 Click **Delete**.

5 A dialog appears asking if you are sure you want to delete the reminder. Clicking **Yes** deletes the reminder from every day it is set up for.

6 Click **Done** to return to the **Reminders Calendar**.

## Disabling reminders

Disabling a reminder will make a reminder inactive without deleting it.

### Instruction Set 11–4: Disabling a reminder

1. Open the **Reminders Calendar**.
2. Click the buttons (e.g., month and day) for the desired reminder.
3. From the **Reminder List** on the right, select the title of the reminder you want to disable.
4. Click **Disable**.
5. Click **Done** to return to the Reminders Calendar.

## Enabling reminders

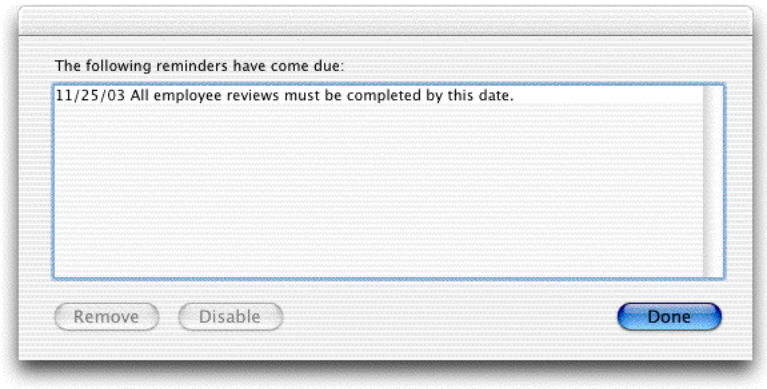
Enabling a reminder allows you to select a reminder that you have previously disabled, and make it active again.

### Instruction Set 11–5: Enabling a reminder

1. Open the **Reminders Calendar**.
2. Click the buttons (e.g., month and day) for the desired reminder.
3. From the **Reminder List** on the right, select the title of the disabled reminder.
4. Click **Enable**.
5. Click **Done** to return to the Reminders Calendar.

# The Reminders Due window

If you have any reminders that have come due, the following **Reminders Due** window will appear when you start up the program.




Once the program is open, you can access this window by opening the Employees tab window, then choosing **Activities** > **Show Reminders Due**.

## Removing reminders

Once you have been reminded of an event and no longer need the reminder until the next time period, you can remove it from the **Reminders Due** window.

### Instruction Set 11–6: Removing a reminder

1. From the **Reminders Due** window, select the reminder you want to remove from the list.
2. Click **Remove**.
   The reminder is removed from the Reminders Due window and is moved to the next appropriate date.
3. Click **Done**.

## Disabling reminders

You can easily disable a reminder in the Reminders Due window.

### Instruction Set 11–7: Disabling a reminder

1. From the **Reminders Due** window, select the reminder you want to disable.
2. Click **Disable**.
3. Click **Done**.

   The reminder will not appear as long as it is disabled.

*To activate a disabled reminder, go to the Reminder Setup window and enable it.*

## Reminders at startup

When you install the payroll program onto your hard disk, a Payroll Reminders application is installed in the **Startup Items** folder of your **System** folder. When you start up your computer the Payroll Reminders program will display the **Reminders Due** window if any reminders have come due. If you don't want this window to appear when you start up your computer, drag the **Payroll Reminders** application out of the **Startup Items** folder of your **System** folder.

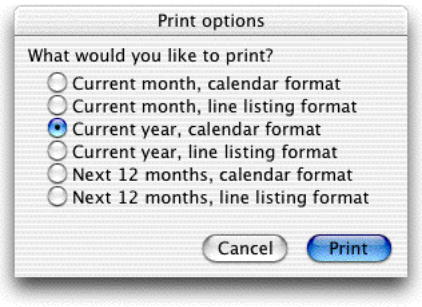
## Printing reminder calendars

You may also want to have a printout of your reminders either for yourself or to pass around the office. You can very quickly and easily get an entire printout of all your reminders and choose from several different formats.

### Instruction Set 11–8: Printing a reminders calendar

1 Open the **Reminders Calendar**.

2 Click the **Print button**.




3 Select the type of calendar you want to print.

**Date**

The **Current month** option prints the reminders for the month that is currently selected in the Reminders Calendar. The **Current year** option, prints the reminders for all 12 months (January to December) of the current year, with each month printed on a separate page. The **Next 12 months** option prints out 12 months of reminder calendars, on separate pages, starting with the current month. For example, if the current month is May 2002, the program prints calendars for May 2002 through May 2003.

**Calendar format**

The **Calendar** format prints your reminders on a standard grid calendar.

**Line Listing format**

The **Line Listing** format prints a list of only those days in which reminders occur.

4 Click **Print**.

5 In the print dialog that appears, click **OK**.

*Calendars can be printed in landscape (sideways) orientation by selecting **File** > **Page Setup** and choosing **Landscape**. Page Setup also allows you to reduce or enlarge the size of the calendar printout.*

CHAPTER 12

# Maintenance

## Chapter overview

The following information is covered in this chapter:

- Backing up and restoring data
- Purging data
- Moving files to a new computer

# Backing up and restoring

Maintenance of your company payroll files is important in order to maintain current as well as historical data of your payroll records. Payroll records are the most complex and costly aspect of operating a business. Federal and state law is very stringent in regards to complying with payroll reporting and payroll tax payments. For all these reasons, it is very prudent to maintain your payroll files.

Maintenance of your payroll files involves backing up payroll files on a regular basis, so that you can restore data that is lost or move files to a new computer system. Also, it is important to back up all payroll records just prior to performing the Year End Procedures.

## Backing up payroll data

As in any computer program, the data contained in your company and employee files should be backed up every time you process payroll. Performing regular backups to removable media or external drives protects important payroll information from loss or corruption due to hard disk problems or crashes.

When using removable media, such as zip drives, we recommend using at least two separate disks, alternating between them each time you back up. In the event one of the backup disks ever becomes corrupted.

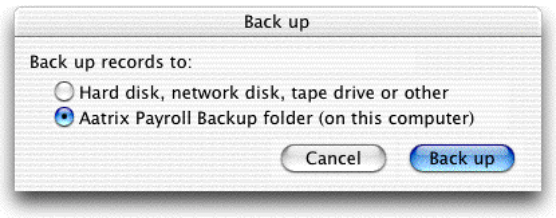
Consider keeping a backup disk or backup file in a location remote from your place of business. In the event of a catastrophe such as fire or theft, having a recent backup safe and available is like having an extra insurance policy.

*If you have **SAM** (Symantec AntiVirus for Macintosh) installed on your computer, the SAM Intercept Suspicious Activity Alert window will appear when you use Automatic or Program Backup. After selecting Allow, Deny, or Remember in the Alert window, the Backup window will not be fully visible.*

### Instruction Set 12–1: Backing up payroll data

1 In your payroll program, open the company you want to back up.

2 Select **File** > **Back up**.

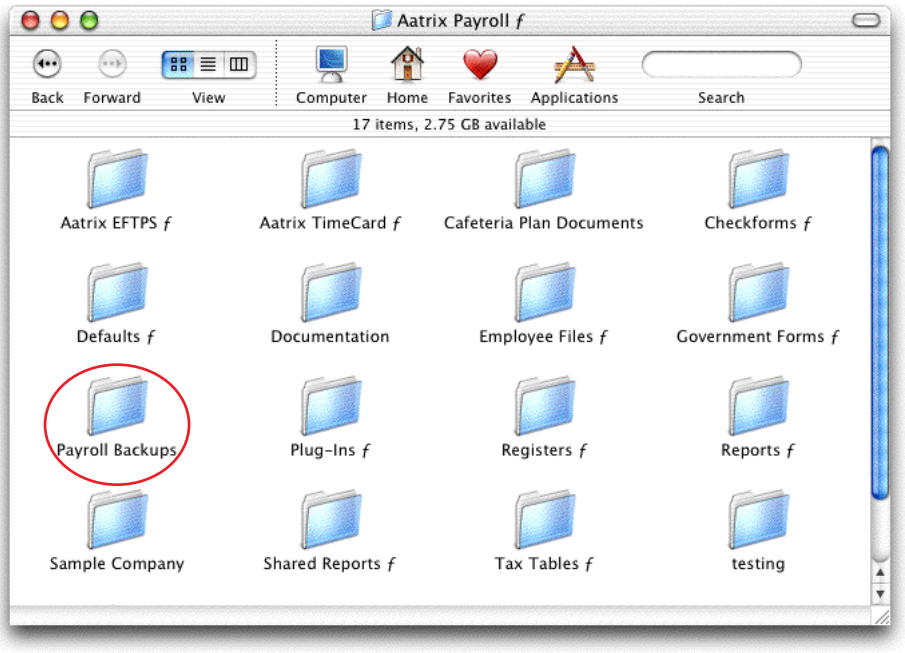

Back up
Back up records to:
Hard disk, network disk, tape drive or other
Aatrix Payroll Backup folder (on this computer)
Cancel
Back up

***Note:** If the option **Automatic backup if checks are printed or edited** is selected in **Program Preferences**, the above window will appear when you quit the payroll program.*

3 Select the backup option you want.

**Hard disk, network disk, tape drive, or other**
This option places your backup files on external disk drives, network servers, or removable media. Selecting this option displays an Open (OS 9: Getfile) window in which you specify the backup destination.

**Aatrix Payroll backup folder (on this computer)**
With this option, a folder containing your company backup files is created and placed within the Aatrix Payroll folder as shown below.




4 Click the **Back up** button.

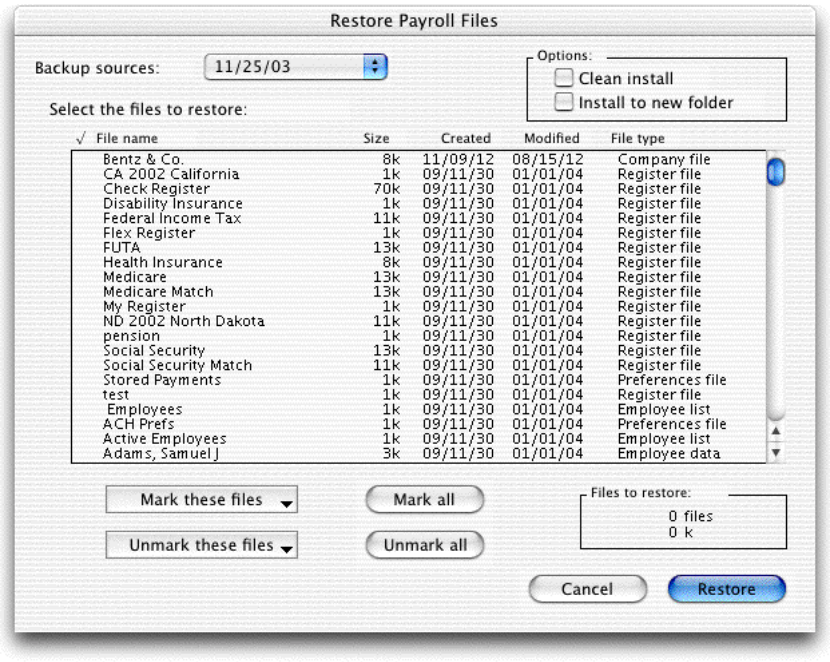
The amount of time the backup takes to complete depends on the size of your company payroll files.

## Restoring from a backup

The program offers a broad array of choices for file restoration. From an individual file, to a category (e.g., Register Files, Employee Evaluations), to a full install, you can tailor the restoration process to fit for your needs.

### Instruction Set 12–2: Restoring from a backup

1 Select **File** > **Restore**.


Restore Payroll Files
Backup sources:
11/25/03
Options:
Clean install
Install to new folder
Select the files to restore:
√ File name Size Created Modified File type
Bentz & Co. 8k 11/09/12 08/15/12 Company file
CA 2002 California 1k 09/11/30 01/01/04 Register file
Check Register 70k 09/11/30 01/01/04 Register file
Disability Insurance 1k 09/11/30 01/01/04 Register file
Federal Income Tax 11k 09/11/30 01/01/04 Register file
Flex Register 1k 09/11/30 01/01/04 Register file
FUTA 13k 09/11/30 01/01/04 Register file
Health Insurance 8k 09/11/30 01/01/04 Register file
Medicare 13k 09/11/30 01/01/04 Register file
Medicare Match 13k 09/11/30 01/01/04 Register file
My Register 1k 09/11/30 01/01/04 Register file
ND 2002 North Dakota 11k 09/11/30 01/01/04 Register file
pension 1k 09/11/30 01/01/04 Register file
Social Security 13k 09/11/30 01/01/04 Register file
Social Security Match 11k 09/11/30 01/01/04 Register file
Stored Payments 1k 09/11/30 01/01/04 Preferences file
test 1k 09/11/30 01/01/04 Register file
Employees 1k 09/11/30 01/01/04 Employee list
ACH Prefs 1k 09/11/30 01/01/04 Preferences file
Active Employees 1k 09/11/30 01/01/04 Employee list
Adams, Samuel J 3k 09/11/30 01/01/04 Employee data
Mark these files
Mark all
Unmark these files
Unmark all
Files to restore:
0 files
0 k
Cancel
Restore

2 From the **Backup Sources** pop-up menu, select the source of the backup files from which the data will be restored.

**Restore from other...**
This option displays an Open (OS 9: Getfile) window in which you specify the location of the backup files.

**DD/MM/YYYY**
By default, the program will automatically display the most recent backup it made (if available to the system or on a local drive).

3 (Optional) Under **Options** in the upper right corner of the window, select an install option.

For detailed information, refer to Install options on page 12-5 .

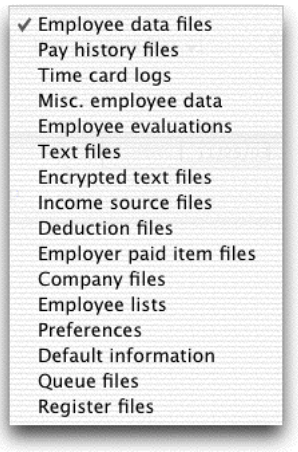
4 Mark the files you want to restore. Checkmarks (√) appear next to the file names of marked files.

**Individual Files**
To restore an individual file or group of files, mark your choices by moving the mouse pointer over the filename you want and then clicking.

**All Files**
To restore all the files, click the **Mark All** button.

**Mark by category**

Use the pop-up menu to select (or de-select) a specific category of files to restore (e.g., pay history files, time card logs).




The number of files and the total file size of your selections display in the **Files to restore** box in the lower right corner.

5 When selections are made, click **Restore**.

## Install options

Again, the **Restore** feature offers a fully customizable array of choices for you to make, from the most basic, as described in the instructions above, to the more exact and customized, we cover next.

**Clean install**

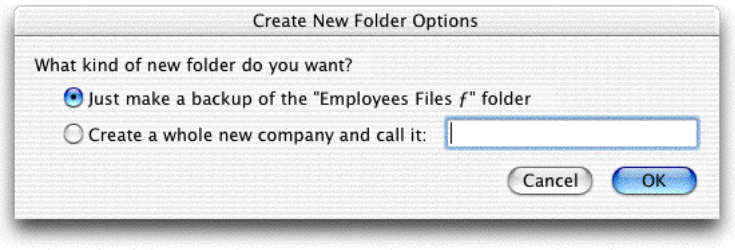
This is an excellent choice to make if you're not certain which files were corrupted, damaged, or accidentally deleted and emptied from the Trash.

When this option is marked, an alert message will appear informing you that a clean install will delete everything in the existing Employees *f* folder. If you have data in this folder that is up to date and you know for sure is not damaged or lost, do **NOT** perform a clean install.

Warning! If you do a clean install, everything in the "Employee Files f" folder will be deleted before restoration. Are you sure you want to do that?
Yes
No

**Install to a new folder**

When you mark this option, the following window appears allowing you to restore your data to a new folder.


Create New Folder Options
What kind of new folder do you want?
Just make a backup of the "Employees Files ƒ" folder
Create a whole new company and call it:
Cancel
OK

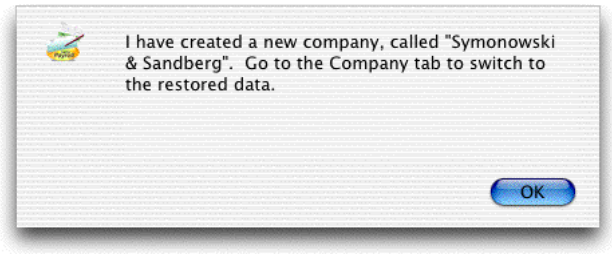
- **Just make a backup of the "Employee Files ƒ" folder**

  Selecting this option creates a duplicate/backup Employee Files ƒ folder, called **Employee Files ƒ.1**, using the most recent data. The program places this new folder in the company folder of the currently open company.

- **Create a whole new company and call it...**

  If you select this radio button, fill in the name of your new company in the text box, then click **OK**. In the Restore Payroll Files window, make sure all the files are selected before clicking **Restore**.

  A message similar to the following will appear when the process completes. In the Company tab window, note that the original company information is intact. Edit fields as needed to match the new company name. Likewise, in the Liabilities tab window, the check register and pay history records are also intact as of the last backup date.



# Purging Data

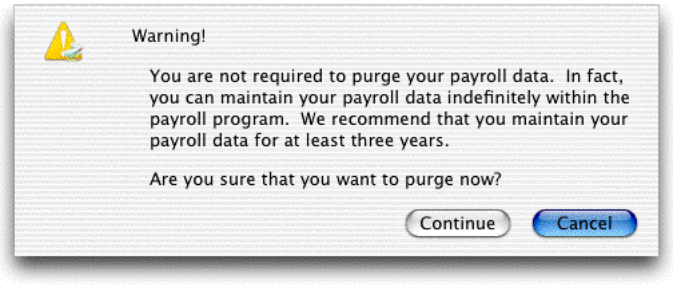
There may be times in which you want to purge (i.e., delete) particular records from your payroll program, such as your Time Card records. For example, you may find that your records are getting very large and you want to clear up some hard disk space.

You are not required to purge your payroll data. In fact, you can maintain your payroll data indefinitely within the payroll program. We recommend that you maintain your payroll data for at least three years.

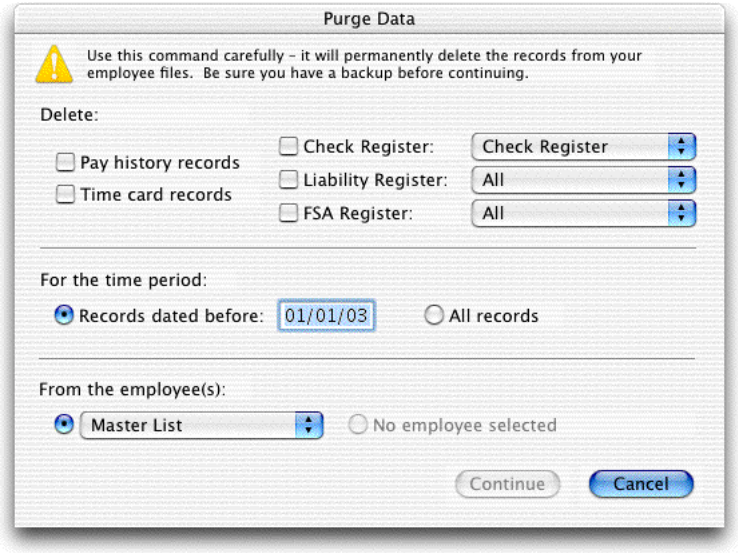
## Instruction Set 12–3: Purging payroll data

1 Select **Utilities** > **Purge Data**.

2 Read the information in the window that appears, then click **Continue**.


Warning!
You are not required to purge your payroll data. In fact, you can maintain your payroll data indefinitely within the payroll program. We recommend that you maintain your payroll data for at least three years.
Are you sure that you want to purge now?
Continue
Cancel

3 The following Purge Data window will diplay.




Depending on which Aatrix payroll program you are using, some options are grayed out. For example, the FSA Register option is grayed out for all payroll programs except Ultimate Payroll.

4 Select the types of records you want to delete by clicking the desired checkboxes. If applicable, select the appropriate options from the pop-up menus.

If you are deleting pay history records, only the employee .RECS files will be deleted. If you are deleting Time Card records, only the .LOGS files will be deleted. Employee information such as name, address and tax status will remain intact.

The .RECS files contain the employee payroll records and .LOGS files contain Time Card information.

5 Choose whether you want to delete the records before a date you specify or all of the records.

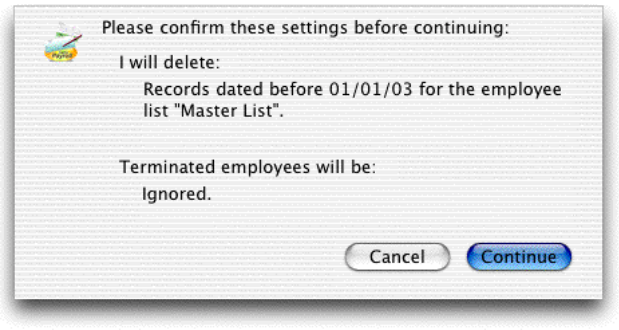
If you've processed payroll into the new year, be sure to enter the appropriate date so as not to delete records you need to keep.

6 Choose whether you want the records deleted from an employee list or from an individual employee (the one currently open).

If you are deleting from an employee list, it is recommended that you use the Master List for this process.

7 Click **Continue**.

8 A window will appear confirming the information you selected to purge.if you wish to delete the selected items. Click **Continue** to delete the records you specified, or **Cancel** to return to the Purge Data window.




***Note:*** *Remember that unless you have recently backed up your files, this information will be permanently removed from the program.*

# Moving files to a different computer

A frequently asked question from users who have upgraded to a new computer is, “How do I copy my payroll data onto my new computer?” The following sets of instructions outline how to use large capacity disks, networks, or floppy diskettes to move payroll files from one computer to another.

## Using large capacity disks to move files

This option allows you to move your files from one computer to another using large disks, such as Imation (120MB) or Iomega (100MB-250MB). These instructions can also be used if you have the capability to burn your data to a CD-ROM.

### Instruction Set 12–4: Using large capacity disks to move files

1. Copy the entire **Aatrix Payroll *f*** folder to the disk (or burn it onto a CD-ROM).
2. Copy the **Aatrix Payroll *f*** folder from the disk (or CD-ROM) to the hard drive of your new computer.
3. When you open your payroll program on the new computer, you will be prompted for a password. Enter the default password, which is: **password** (one word, all lower case letters).
4. Reset your password protection by selecting: **Edit** > **Preferences** > **Security Options**.

## Using a network to move files

This option allows you to move your files from one computer to another using your network.

### Instruction Set 12–5: Using a network to move files

1. Copy the entire **Aatrix Payroll *f*** folder from the old computer to the new computer over the network. If necessary, refer to your computer’s network manual.
2. On the new computer, open your payroll program.
3. When you open your payroll program on the new computer, you will be prompted for a password. Enter the default password, which is: **password** (one word, all lower case letters).
4. Reset your password protection by selecting: **Edit** > **Preferences** > **Security Options**.

## Using floppy disks to move files

This feature allows you to move your files from one computer to another using 3.5 inch diskettes.

### Instruction Set 12–6: Using floppy disks to move files

1. Copy each folder in your **Aatrix Payroll *f*** folder to the diskette(s).
2. On the hard drive of your new computer, create a folder called **Aatrix Payroll**.
3. Copy the folders on each diskette into the newly created **Aatrix Payroll** folder.
4. Install your latest payroll program update. To do so:
   a. Insert the CD-ROM disc that contains your latest payroll program update into the computer's CD-ROM drive.
   b. Install the payroll program to the new **Aatrix Payroll** folder. If necessary, refer to the installation instructions that came with your payroll update package.
   c. Eject the CD-ROM from the CD-ROM drive.
5. Open the **Aatrix Payroll** folder on your new computer.
6. View the contents of the **Aatrix Payroll** folder. Verify that it is set up exactly like it was on the old computer by checking to make sure it contains the same folders.
7. On the new computer, open your payroll program.
8. When you open your payroll program on the new computer, you will be prompted for a password. Enter the default password, which is: **password** (one word, all lower case letters).
9. Reset your password protection by selecting: **Edit** > **Preferences** > **Security Options**.

CHAPTER 13

# Direct Deposit

## Chapter overview

The following information is covered in this chapter:

- Direct Deposit overview
- Setting up Direct Deposit
  - For your company
  - For the employees
- Sending a prenotification file
- Processing Direct Deposit payroll

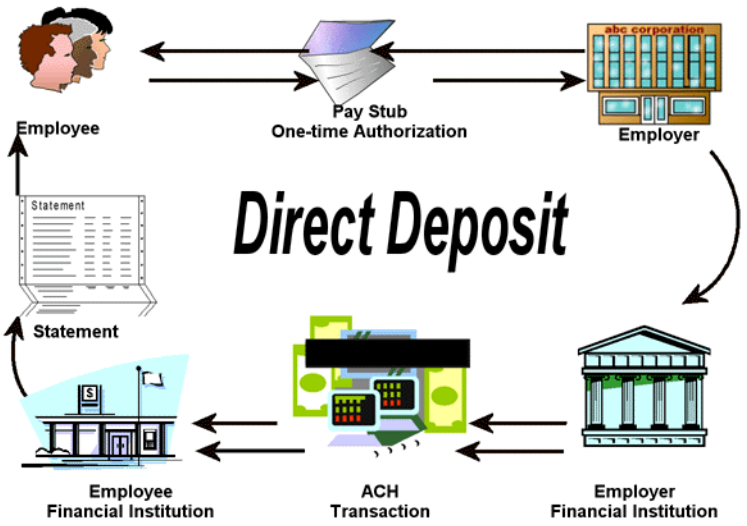
# Direct Deposit overview

Direct Deposit is the electronic transfer of a payment from a company's bank account into the checking or savings account of certain individuals or businesses. Because of its convenience and time saving ability, Direct Deposit is widely used by employers who process their own payroll.

With Direct Deposit, the employer does not need to sign paychecks, re-issue paychecks damaged from printing, separate and stuff paychecks into envelopes, or mail paychecks. This is a cost savings to the employer because no money is spent on such things as check stock, envelopes, postage or stop payment fees.

Direct Deposit also provides advantages to the employee. For example, paychecks are always deposited on payday regardless of vacation or sickness. There are no trips to their bank or the risk of lost or stolen checks.

## How does it work?




***Note:*** *You can print payment stubs in your payroll program that are similar to the paychecks you provide to employees who want paper checks.*

# Setting up for direct deposit

Setting up for direct deposit consists of three steps:

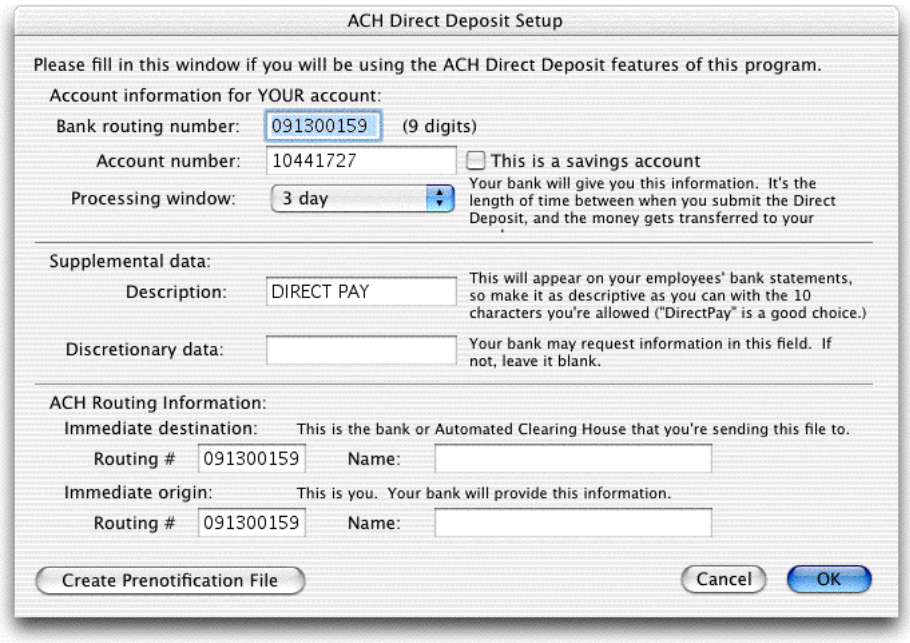
- Setting up your company
- Setting up employees for direct deposit
- Sending a pre-notification file

## Setting up the company

Use the following instructions for each company that has employees who want to be paid through direct deposit.

### Instruction Set 13–1: Setting up a company for direct deposit

1 In the **Company** tab window, click the **Direct Deposit** button.


ACH Direct Deposit Setup
Please fill in this window if you will be using the ACH Direct Deposit features of this program.
Account information for YOUR account:
Bank routing number: 091300159 (9 digits)
Account number: 10441727
This is a savings account
Processing window: 3 day
Your bank will give you this information. It's the length of time between when you submit the Direct Deposit, and the money gets transferred to your
Supplemental data:
Description: DIRECT PAY
This will appear on your employees' bank statements, so make it as descriptive as you can with the 10 characters you're allowed ("DirectPay" is a good choice.)
Discretionary data:
Your bank may request information in this field. If not, leave it blank.
ACH Routing Information:
Immediate destination: This is the bank or Automated Clearing House that you're sending this file to.
Routing # 091300159 Name:
Immediate origin: This is you. Your bank will provide this information.
Routing # 091300159 Name:
Create Prenotification File
Cancel
OK

2 Enter the bank account information for this company.

**Bank routing number**
Enter the bank's routing number. This number is sometimes referred to as the transit number.

**Account number**
Enter the number of the bank account from which the payroll funds are to be withdrawn from.

**Savings account**
Click this checkbox if the account is a savings account.

**Processing window**
Your bank will provide you with this information.

3 Enter any **Supplemental data**.

**Description**
The text you enter here will appear on your employee's bank statements. You are limited to 10 characters, so you may want to enter something such as DIRECT PAY.

**Discretionary data (Optional)**
This optional text field, which is limited to 20 characters, allows Originators and/or Originating Depository Financial Institutions to include codes (one or more), of significance only to them, to enable specialized handling of all subsequent entries in the transmission file. There is no standardized interpretation for the value of the field.

4 **Enter the Automatic Clearing House (ACH) Routing Information**.

**Immediate Destination/Name**
The information you enter here is used to identify the party to which the transmission file is being delivered. In the **Destination Routing #** field, enter the Routing Number of the party receiving the ACH file. If you wish, you can enter the name of this party in the Name field (limited to 23 characters).

**Immediate Origin/Name**
The information you enter here is used to identify the sender of the transmission file. In the **Origin Routing #** field, your bank's Routing Number. If you wish, you can enter your company name in the Name field (limited to 23 characters).

5 Click **OK**.

## Setting up employees

Before you can pay your employees through direct deposit, you must first set them up so the program knows which employees get paid via direct deposit and those employees who are paid with a regular paycheck.

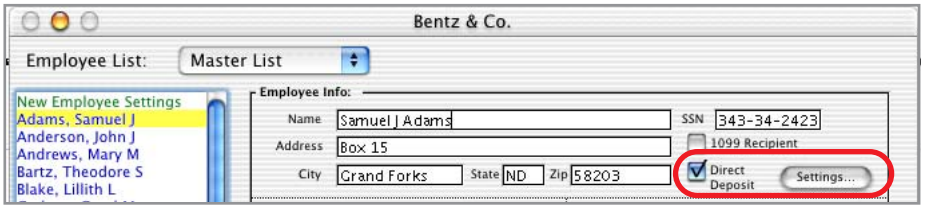
*You will need to gather the banking information of those employees who want direct deposit. A convenient way to get this information is to have your employees provide you with a voided check or deposit slip from their bank.*

### Instruction Set 13–2: Setting up an employee for direct deposit

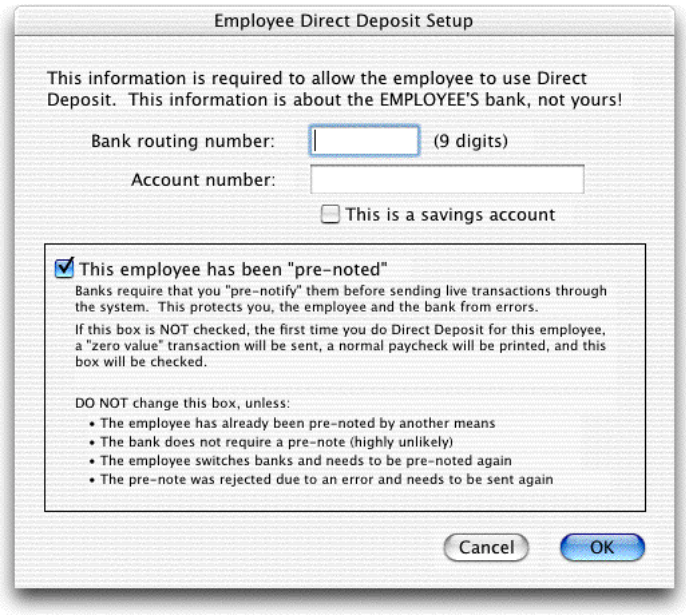
1 Open the Employees tab window.

2 In the Employee List, select an employee who wants to be paid via direct deposit.

3 Select the **Direct Deposit** checkbox.



4 Click the **Settings** button.


Employee Direct Deposit Setup
This information is required to allow the employee to use Direct Deposit. This information is about the EMPLOYEE'S bank, not yours!
Bank routing number:
(9 digits)
Account number:
This is a savings account
This employee has been "pre-noted"
Banks require that you "pre-notify" them before sending live transactions through the system. This protects you, the employee and the bank from errors.
If this box is NOT checked, the first time you do Direct Deposit for this employee, a "zero value" transaction will be sent, a normal paycheck will be printed, and this box will be checked.
DO NOT change this box, unless:
• The employee has already been pre-noted by another means
• The bank does not require a pre-note (highly unlikely)
• The employee switches banks and needs to be pre-noted again
• The pre-note was rejected due to an error and needs to be sent again
Cancel
OK

5 Enter the employee's bank information.

**Bank routing number**
Enter the employee's bank routing number.

**Account number**
Enter the employee's bank account number.

**This is a savings account**
If the account is a savings account, indicate this by selecting the checkbox.

**This employee has been "pre-noted"**
Read the instructions in the window to determine if you need to check this box.

6 Click **OK**.

The program returns you to the **Employees** tab window.

7 Click the **Save** button.

8 Continue setting up your direct deposit employees following the instructions in steps 2 to 7.

## Creating prenotification files

Once your company and employees are set up for direct deposit but before you actually use the Direct Deposit feature, you must create a prenotification (prenote) file and have it verified as to the accuracy of your setup information.

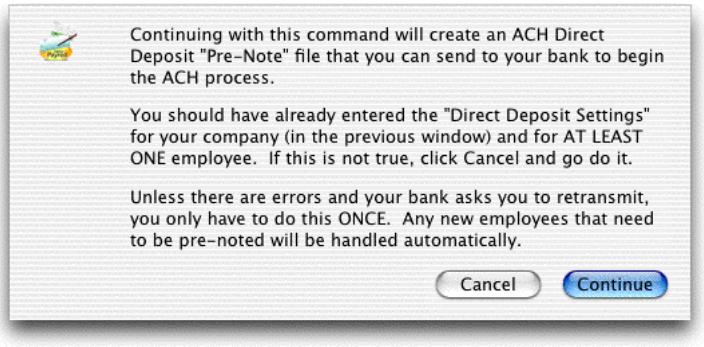
A prenotification is a non-dollar transmission file that is sent through the ACH (Automated Clearing House) Network to a Receiving Depository Financial Institution. It contains the same information (with the exception of the dollar amount and transaction code) that will be used in subsequent ACH transmission files. It allows the Receiving Depository Financial Institution to verify your company and employee information.

## Instruction Set 13–3: Creating a prenotification file

*You may issue a prenotification at any time. However, you may not initiate your first "live" transmission with dollar entries until 10 calendar days after the date of the prenote.*

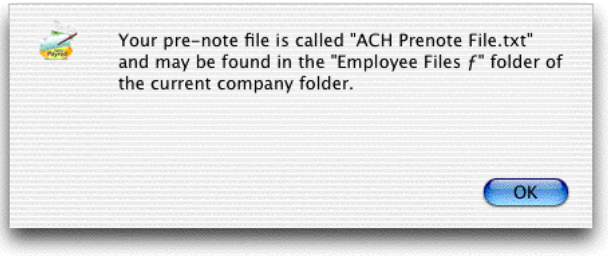
1 In the **Company** tab window, click the **Direct Deposit** button (or select Edit > ACH Direct Deposit).

2 **Click the Create Prenotification File** button to display the following window.


Continuing with this command will create an ACH Direct Deposit "Pre-Note" file that you can send to your bank to begin the ACH process.
You should have already entered the "Direct Deposit Settings" for your company (in the previous window) and for AT LEAST ONE employee. If this is not true, click Cancel and go do it.
Unless there are errors and your bank asks you to retransmit, you only have to do this ONCE. Any new employees that need to be pre-noted will be handled automatically.
Cancel
Continue

3 Read the information in the window that appears, then click **Continue**.

4 The following window will appear telling you where you can find the prenotification file.


Your pre-note file is called "ACH Prenote File.txt" and may be found in the "Employee Files ƒ" folder of the current company folder.
OK

5 Click **OK**.

6 In the Direct Deposit window, click **OK** to return to the Company tab window.

7 On your hard drive, open the Aatrix Payroll, open the appropriate company folder, then open Employee Files ƒ folder.

8 Locate the file called **ACH Transmit File.txt** and take it to your bank or other ACH provider.

Your bank or other ACH provider will tell you how they want you to deliver this file (e.g., floppy diskette, modem, FTP).

9 Once your prenote has been verified as to its accuracy, you can use the payroll program to pay your direct deposit employees. Each time you process payroll, the program will create an ACH transmission file for you. Refer to the next section for details.

# Processing direct deposit payroll

Once your company and direct deposit employees are set up and you have verified the setup with an ACH Prenotification file, you can use the Direct Deposit feature to pay your direct deposit employees.

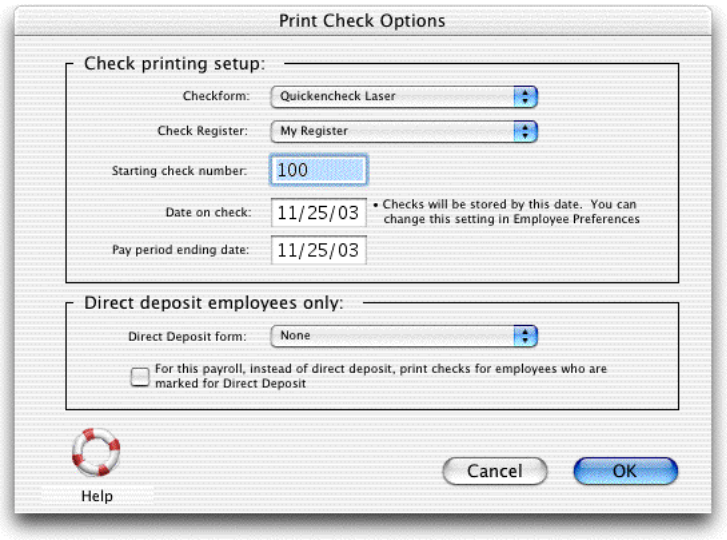
## Instruction Set 13–4: Processing direct deposit payroll

1 Process and queue paychecks for all your employees (i.e., both regular and direct deposit employees).

2 Click the **Print/View Queue** button.

3 Click the **Print All** button.

4 In the **Print Check Options** window, setup the options as needed.

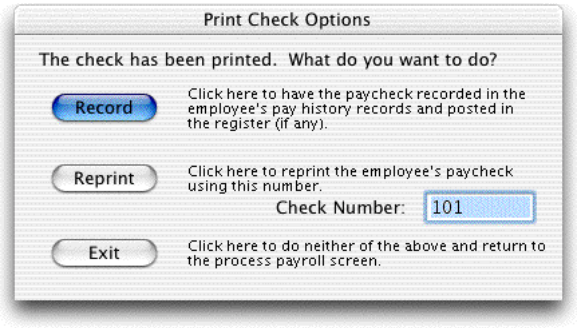



**Notes about direct deposit checks:**
Selecting a form from the **Direct Deposit form** pop-up menu allows you to print a “pay stub” for any employee who is marked for direct deposit.

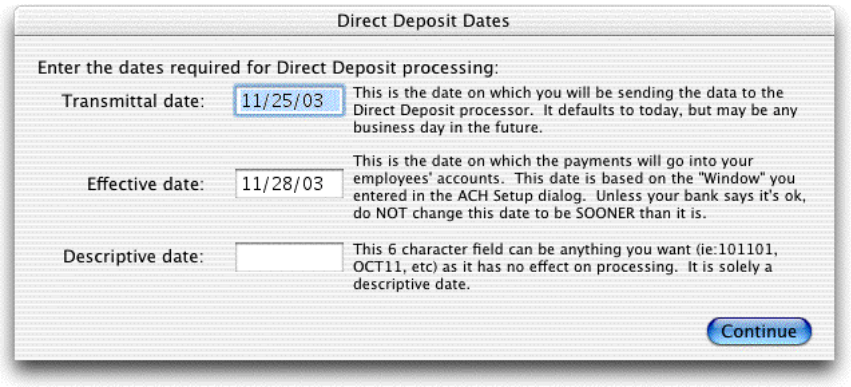
When you record a direct deposit check, the letters DD are inserted in the Check Number field of the Pay History window.

If you ever need to print regular paychecks for your direct deposit employees, select the **For this payroll, instead of direct deposit, print checks...** option.

5 Click **OK** to display the Print Check Options window.


Print Check Options
The check has been printed. What do you want to do?
Record
Click here to have the paycheck recorded in the employee's pay history records and posted in the register (if any).
Reprint
Click here to reprint the employee's paycheck using this number.
Check Number: 101
Exit
Click here to do neither of the above and return to the process payroll screen.

6 Click the **Record** button to display the Direct Deposit Dates window.


Direct Deposit Dates
Enter the dates required for Direct Deposit processing:
Transmittal date: 11/25/03
This is the date on which you will be sending the data to the Direct Deposit processor. It defaults to today, but may be any business day in the future.
Effective date: 11/28/03
This is the date on which the payments will go into your employees' accounts. This date is based on the "Window" you entered in the ACH Setup dialog. Unless your bank says it's ok, do NOT change this date to be SOONER than it is.
Descriptive date:
This 6 character field can be anything you want (ie:101101, OCT11, etc) as it has no effect on processing. It is solely a descriptive date.
Continue

7 Enter the dates required to process your direct deposit file, then click **Continue**.

8 When you quit the program or switch to a different company, the program will create a file called ACH Transmit File.txt in the Employee Files *f* folder for this company.

9 Deliver the file to your financial institution in the format they require (e.g., FTP, floppy diskette, CD-ROM, modem).

10 Your financial institution will take the file and credit the deposits of employees who bank there and then forward the remainder of the paychecks to the ACH network. The ACH will sort the records and immediately distribute them to the appropriate financial institutions designated by your employees, crediting employee accounts with their payroll amounts on payday.

CHAPTER 14

# Aatrix EFTPS

## Chapter overview

The following information is covered in this chapter:

- EFTPS overview
- Setting up and using EFTPS
- Connecting to the Aatrix EFTPS Server
- Troubleshooting

# EFTPS overview

Electronic Federal Tax Payment System (EFTPS) is a system whereby federal tax payments are transmitted electronically to the Internal Revenue Service. It is managed by two financial agents First National Bank of Chicago and NationsBank, on behalf of the Department of Treasury. EFTPS is meant to replace all paper deposit coupons.

Under the proposed EFTPS requirements that took effect on January 1, 2000, you must make electronic deposits of all depository taxes (such as employment tax, excise tax, and corporate income tax) using the Electronic Federal Tax Payment System (EFTPS) in 2003 if:

- The total deposits of such taxes in 2001 were more than $200,000 or
- You were required to use EFTPS in 2002.

Taxpayers with aggregate Federal tax deposits exceeding $200,000 during the calendar year 1999 became subject to the requirement to deposit by EFTPS beginning January 1, 2001. Taxpayers with aggregate Federal tax deposits exceeding $200,000 during the calendar year 2000 became subject to the requirement to deposit by EFTPS beginning January 1, 2002.

If you are required to use EFTPS and fail to do so, you may be subject to a 10% penalty. If you are not required to use EFTPS, you may participate voluntarily.

To get more information, you can visit the IRS web site at http://www.irs.gov.

*Aatrix EFTPS requires the Classic environment to run.*

**Q** **How do I get enrolled with the Aatrix EFTPS Service?**

**A** *Before you can use the Aatrix EFTPS Server to transmit your EFTPS Federal tax payments, you must enroll with the Aatrix EFTPS Service.*

*To do so, click the **Enroll EFTPS** button in the **Company tab window**. Fill out and print the Aatrix EFTPS Enrollment Form which appears. Fax or mail the enrollment form and all other required information to Aatrix Software. Your enrollment information is entered into the Aatrix EFTPS system. Within approximately 2 weeks, Aatrix will email your P.I.N. and Acceptance Form indicating that you can begin using Aatrix EFTPS to transmit your EFTPS federal tax payments.*

**Q** **What happens when I transmit my tax payments via Aatrix EFTPS?**

**A** *You will use your payroll program and your modem to transmit the federal tax payment information to the Aatrix EFTPS Server. The Aatrix EFTPS Server will validate your tax payment information and forward it to a Financial Agent using the ACH Debit option. Once the IRS verifies/ accepts your tax payment information, an ACH debit transaction will be initiated against your bank account (i.e., the bank account you designated in your enrollment information). In addition, for each transaction the Aatrix EFTPS Server transmits for you, a monthly fee will be billed to the credit card you have provided to Aatrix Software for EFTPS.Requirements*

### Requirements

To use Aatrix EFTPS, you need a 100% Hayes compatible modem. If you are not sure if your modem is Hayes compatible, refer to the user manual that came with your modem. **EFTPS will NOT work with high-speed internet connections.**

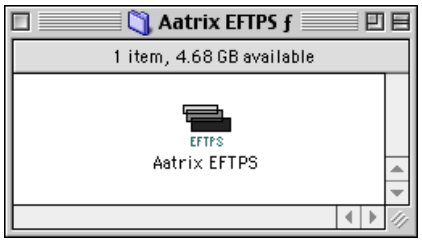
# Setting up and Using EFTPS

## Opening Aatrix EFTPS

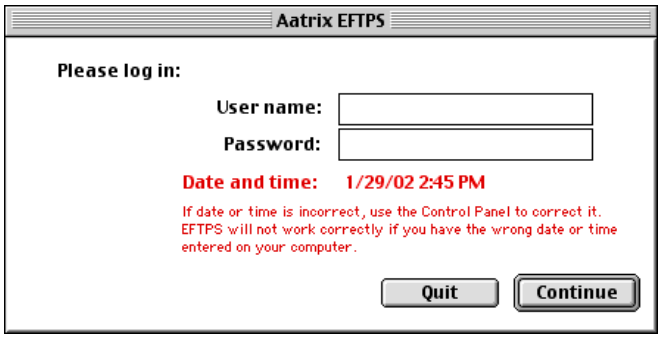
Use the following instructions to launch (i.e., open) the Aatrix EFTPS program.

### Instruction Set 14–1: Opening Aatrix EFTPS

1 Open the **Aatrix Top Pay** folder, then open the **Aatrix EFTPS** folder.




2 Double-click the **Aatrix EFTPS** icon.

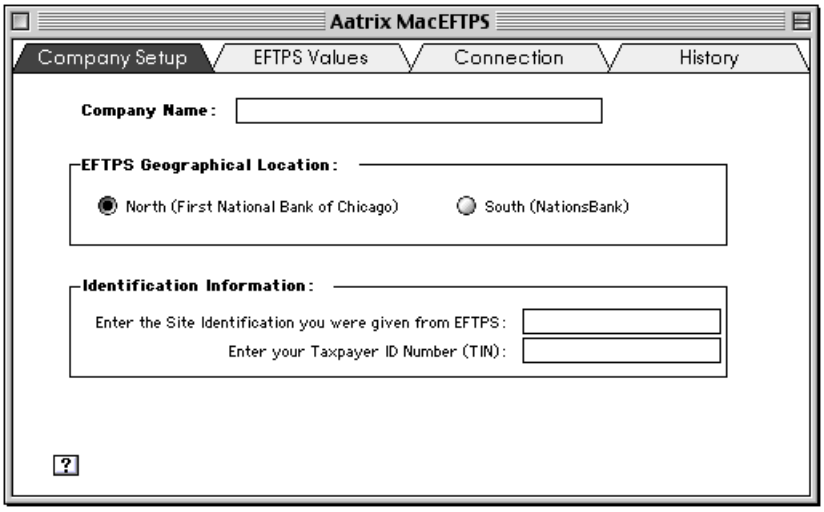

Aatrix EFTPS
Please log in:
User name:
Password:
Date and time: 1/29/02 2:45 PM
If date or time is incorrect, use the Control Panel to correct it.
EFTPS will not work correctly if you have the wrong date or time
entered on your computer.
Quit
Continue

3 Enter the default user name (**admin**) and password (**eftps**).

For more information on security, refer to Setting up security on page 14-9 .

4 Click **Continue**.

The Aatrix EFTPS program opens to the following window.



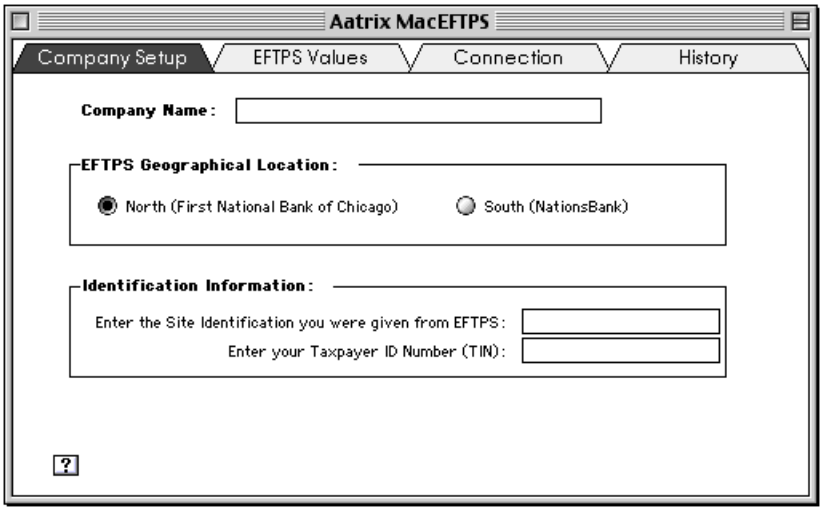

## The Aatrix EFTPS tab windows

Before you begin using the Aatrix EFTPS program for the electronic transmission of your federal tax payments, you should familiarize yourself with the four main windows in the Aatrix EFTPS program: **Company Setup**, **EFTPS Value**s, **Connection**, and **History**.

To access any of the four main windows, click the tab associated with the window you want to open. When you click a tab, the window associated with the tab is displayed.

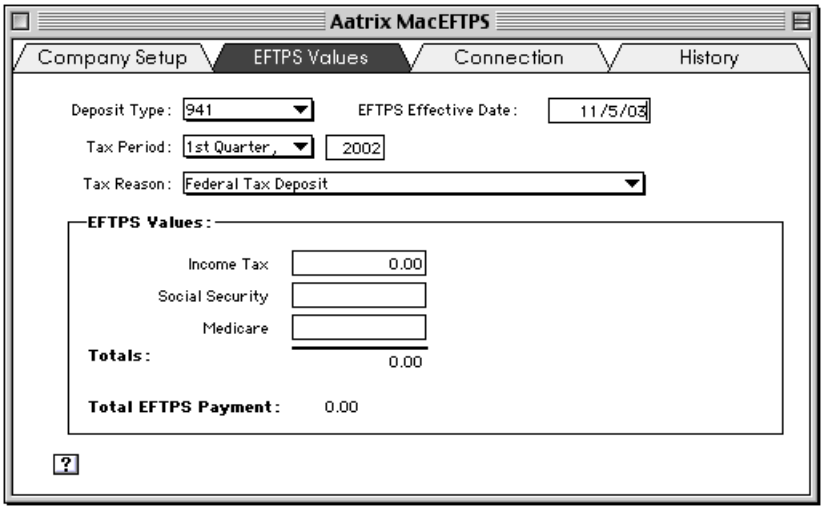
### Company Setup window

When you open the Aatrix EFTPS program, the following **Company Setup** window displays. It is in this window that you enter the company information required in an EFTPS transmission file.



### EFTP Values window

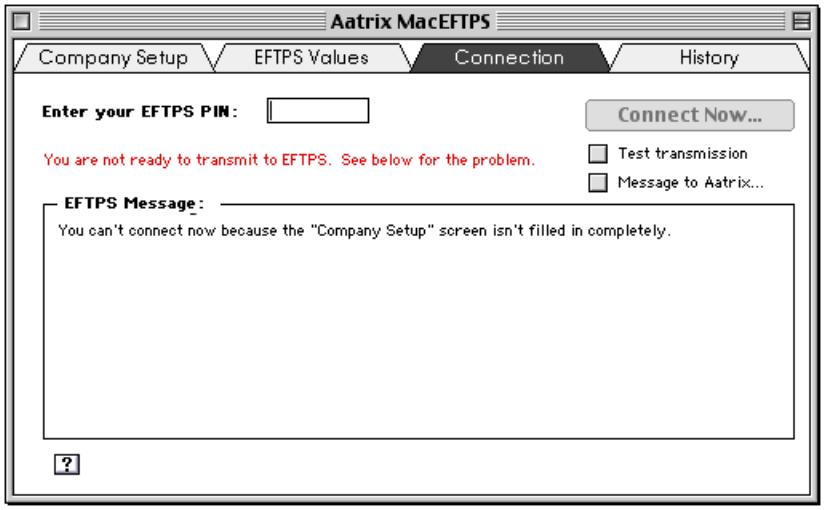
Click the **EFTPS Values** tab to indicate the type and amount of tax payment you are transmitting plus any additional information the program needs to complete the EFTPS transmission file, such as the Effective Date.




*The values for your EFTPS federal tax payments can be automatically filled in for when you use the payment feature in the **Liabilities** tab window of your payroll program.*

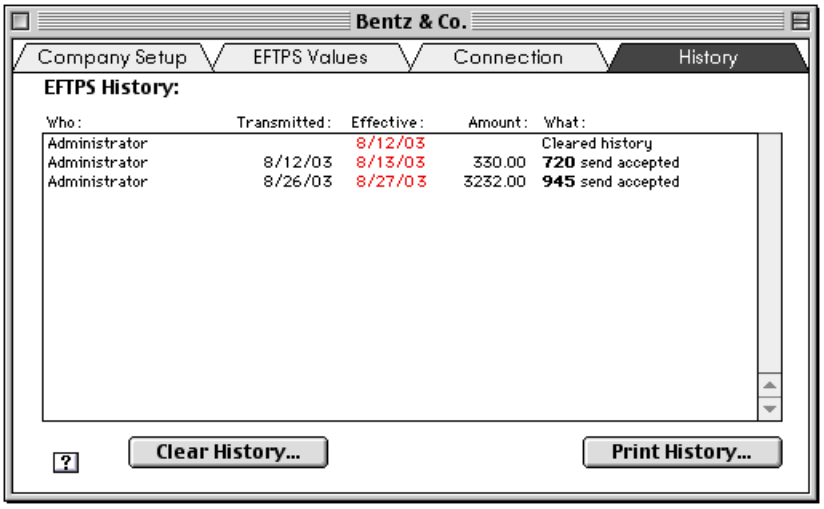
### Connection window

Clicking the **Connection** tab allows you to transmit your EFTPS data.



### History window

Clicking the **History** tab allows you to view relevant information about each EFTPS transaction you have transmitted to the Aatrix EFTPS Service.




***Note:*** *We recommend you print your* ***History*** *after sending each transmission.*

## Setting up Aatrix EFTPS

Before you can use Aatrix EFTPS to electronically transmit your EFTPS tax payments, you need to complete a three step process. Once all the relevant information is entered and saved in your **EFTPS** company setup file, you can use Aatrix EFTPS to transmit your tax payments. The three steps are:

**Step 1: Creating an EFTPS company file.**

Step 2: Setting the EFTPS Preferences.

Step 3: (Optional) Securing the program with password protection.

If at any time during the setup process you have to quit, simply select **File** > **Save** to save what you've already entered. When you return to Aatrix EFTPS, continue setting up where you left off.

***Note:*** *The multi-company requirement is that each company be set up separately following the steps outlined on the next pages.*

### Before you begin

The setup process requires that you have certain information organized and readily available. The following information will be required for setup.

- Your 9-digit Taxpayer Identification Number (TIN).
- Your 4-digit Personal Identification Number (PIN).

Before the Aatrix EFTPS Server can process your EFTPS tax payments, you must be enrolled with the **Aatrix EFTPS Service**. To do so, fill out the **Aatrix EFTPS Enrollment Form** and fax or mail it (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible. The Enrollment Form can be accessed by clicking the **Enroll EFTPS** button in the **Company tab window**.

*If more than one person is going to be using Aatrix EFTPS, you may want to determine a user name and password for each user. Only those users with a valid password will then be allowed access to Aatrix EFTPS. For details, refer to* Setting up security on page 14-9 .

## Creating EFTPS company files

For each new company you set up, Aatrix EFTPS requires certain company information to be included in your EFTPS transmission files.

### Instruction Set 14–2: Creating an EFTPS company file

1 Open the **Aatrix EFTPS** program.

2 In the Company tab window, enter all the required information for this company.

**Company Name**
Enter the name of your company (limited to 32 characters). You can abbreviate the company name if it is more than 32 characters long

**EFTPS Geographical Location**
Select the **Treasury Financial Agent** that serves your geographical location.

- **North (First National Bank of Chicago)**
  Alaska, California (all other counties not listed under NationsBank), Colorado, Connecticut, Hawaii, Illinois, Idaho, Indiana, Iowa, Kansas, Maine, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Oregon, Rhode Island, South Dakota, Utah, Vermont, Washington, Wisconsin, Wyoming, Other International.

- **South (NationsBank)**
  Alabama, Arizona, Arkansas, California (Los Angeles, Orange, San Bernadino, Riverside, San Diego, and Imperial Counties), Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Nevada, New Mexico, North Carolina, Ohio, Oklahoma, Pennsylvania, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, West Virginia, Other US Territories.

**Identification Information**
**If your geographical location is North (First National Bank of Chicago), enter the Site Identification they provided you. Enter the number zero if you don't know what your Site Identification is**.

Enter your **Taxpayer Identification Number** (T.I.N.). If the number includes a dash, be sure to enter it here.

3 **Select File** > **Save.**

4 The first time you select the **Save** command, a **Putfile** dialog will appear allowing you to name and save the company setup file.

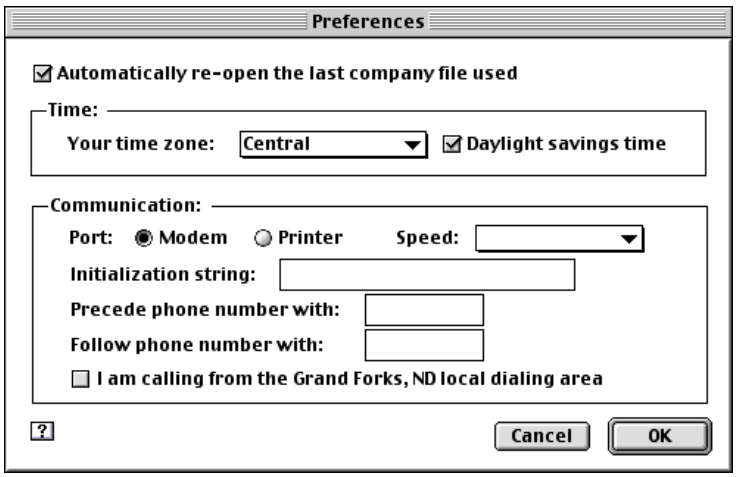
5 Name your EFTPS company setup file with a descriptive name (e.g., your company name) and save it in the **Aatrix EFTPS** folder.

6 For each additional company, select **File > New** from the top menu bar.

## Setting the preferences in Aatrix EFTPS

The information that is unique to your company (e.g., time zone, communication settings) is entered by invoking the **Preferences** dialog from within Aatrix EFTPS

1 From within Aatrix EFTPS, select **Edit** > **Preferences**.




2 Create the re-open and time settings options as needed.

**Automatically re-open the last company file used**
Check this box if you want the last company you were in before quitting the program to automatically open the next time you launch Aatrix EFTPS.

**Time information**
Select the appropriate time zone for your geographical region from the pop-up menu. Click the Daylight savings time checkbox, if applicable.

3 Select the communication options for your modem.

***Aatrix EFTPS will not work with high-speed Internet connections.*** *You* ***must*** *use a modem.*

**Port type**

**Modem**: Select this option, unless the printer option applies.

**Printer**: Select the Printer option if your modem is connected to the printer port on your computer.

**Speed: From the Speed pop-up menu, select the modem speed (should not exceed 2400 baud).**

**Initialization string**
Enter ATM1. If this string doesn't work, refer to your modem user manual for the one that is specific to your modem.

**Precede phone number with**
Enter the long distance access number or sequence, if any. Also, enter the number that allows access an outside line (e.g., 9).

*Adding a comma to the string will pause the dialing process for a brief moment. You may find that you need to add more than one comma in order for a successful dial out.*

**Follow phone number with**
Enter the number required after you dial the long distance telephone number, if any. For example, a long distance dialing code (preceded by commas, if necessary).

**I am calling from the Grand Forks, ND local dialing area**
Click the **Calling from Grand Forks** checkbox if you are calling from the Grand Forks local dialing area. This tells the Aatrix EFTPS that your transmission to the EFTPS Server is not a long distance call.

4 Click **OK**.

5 **Select File** > **Save.**

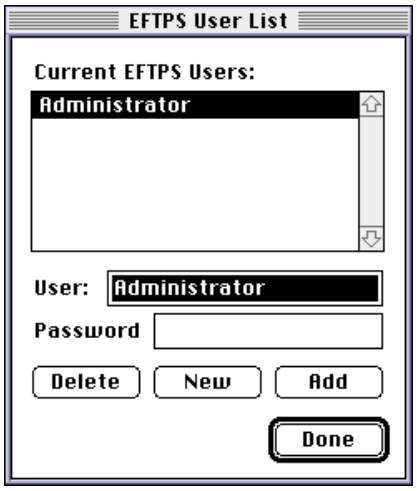
## Setting up security

If security is an issue in your company, you will want to assign a user name and password to each person who will be using the Aatrix EFTPS program. You have the options adding, editing and deleting users from the list

### Instruction Set 14–3: Setting up security

1 From within Aatrix EFTPS, select **Edit** > **User List**.

The **EFTPS User List** window appears displaying all users who currently have access to the EFTPS Program.




***Note:*** *The **User List** command is available in the **Edit** menu only when the default user name and password (**admin** and **eftps**, respectively) is entered in the log in window at start up.*

2 Click the **New** button.

3 Enter the new **User's** name and **Password** in the text boxes. (Must use at least 5 characters for both User Name and Password).

4 Click the **Add** button. The new "user" is added to the user list.

5 Click **Done**, when you are finished adding all your users.

***Note:*** *Use the **Edit** and **Delete** buttons to modify or remove users from the list.*

## Opening EFTPS company files

Company files can be opened by using the following instructions.

### Instruction Set 14–4: Opening an EFTPS company file

1 Open the **Aatrix EFTPS** program.

2 Select **File** > **Open.**

3 A **Getfile** dialog will appear displaying the names of your companies.

4 Select the company you want.

5 Click **Open**.

***Note:*** *Select **File** > **Close** to close the currently open company.*

## Quitting Aatrix EFTPS

To quit out of the Aatrix EFTPS program, select **File** > **Quit**.

# Connecting to the Aatrix EFTPS Server

The information is this section is relevant only after you've set up and saved your EFTPS company file. It includes three topics:

- Transmitting an EFTPS Tax Payment
- EFTPS Tax Payment History
- Troubleshooting

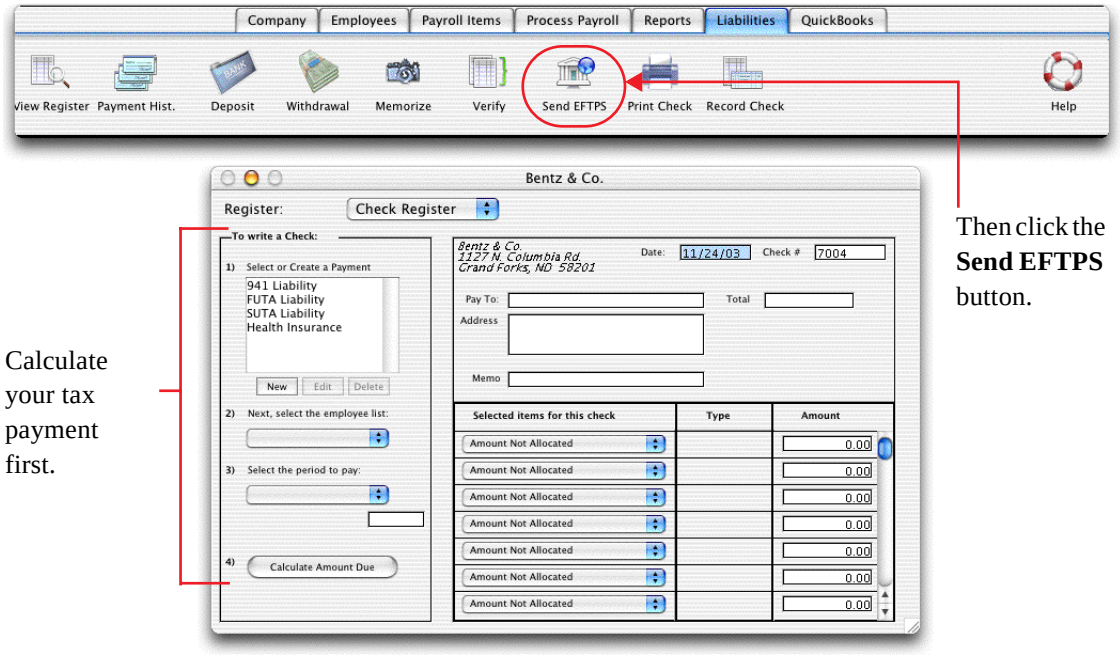
## Transmitting EFTPS tax payments

### Instruction Set 14–5: Transmitting an EFTPS tax payment

1 Open the **Aatrix EFTPS** program to the company you are transmitting a tax payment for.

2 Open your payroll program.

3 In the **Liabilities** tab window, calculate the tax payment (e.g., 941 Tax Deposit) for your payroll.



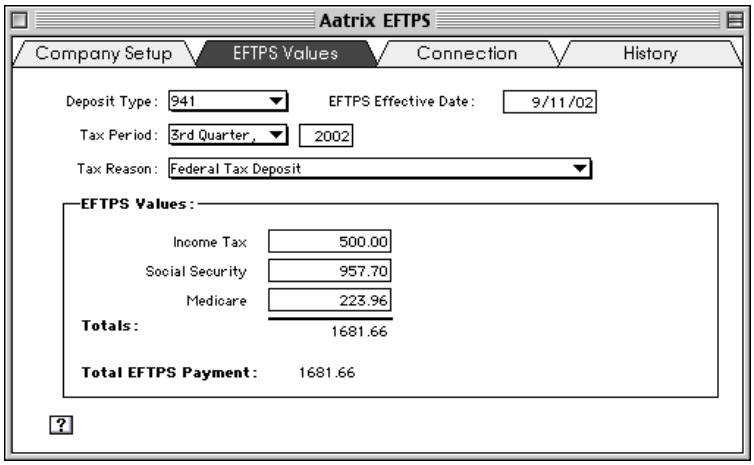

Refer to Creating liability payments on page 7-3 for details on creating payments and using them to write/calculate liability checks.

***Note:*** *The **Pay to** and **Address** fields are not used by Aatrix EFTPS.*

4 Click the **Send EFTPS** button.

*The EFTPS program **must be open** when you select **Send EFTPS**. If the appropriate payroll company is not open in Aatrix EFTPS, a **Getfile** dialog will appear allowing you to locate and open it.*

5 Click the **EFTPS Values** tab.




6 Set up your tax payment.

**Deposit Type**

Select the type of federal tax deposit you are making.

**EFTPS Effective Date**

Enter the date you want your federal tax payment transfer to occur. This is the date on which your designated bank account will be debited. For most users, this will be the tax due date. Your tax payment must be reported **at least one business day prior** to the Effective date.

***The Aatrix EFTPS daily tax payment deadline is 3:00 p.m. Central Time****. All tax payments received by the Aatrix EFTPS Server after 4:00 p.m. will be sent the next day, which ultimately adds an additional day to the effective date of payment.*

**Tax Period**

Enter the liability period for which the tax payment is being made.

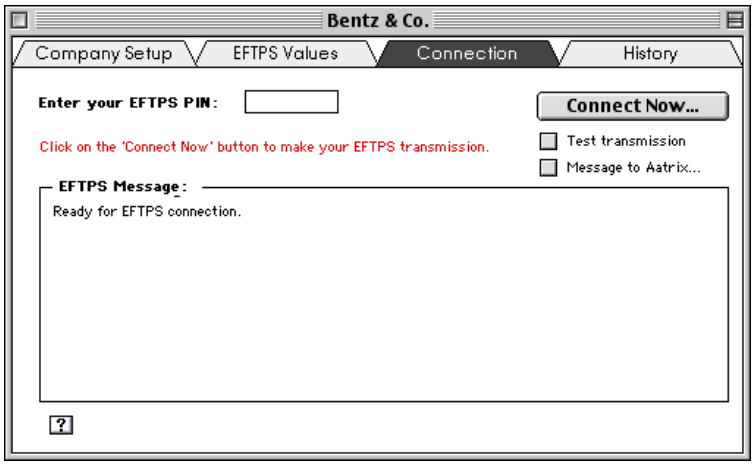
**Tax Reason**

Select the reason for this tax payment.

**EFTPS Values**

If you used the Payment and Send EFTPS features in the **Liabilities** tab window of your payroll program, the values are automatically filled in for you. Otherwise, fill in the correct values.

7 In the **Connection** tab window, set up and transmit the tax payment.




***Note:*** *The **EFTPS Message** portion of the **Connection** window indicates the status of the tax payment setup. If the tax payment setup is complete, the message **"Ready for EFTPS connection"** will appear.*

**EFTPS PIN**

Enter your four-digit **Personal Identification Number** (PIN) in the text box.

**Test Transmission (Optional)**

If you wish to check the information in your tax payment setup (such as whether the payment will put you over the threshold amount, or if the effective date is valid), check the **Test transmission** checkbox, then click the **Connect Now** button to do a **Test Transmission** of your payment.

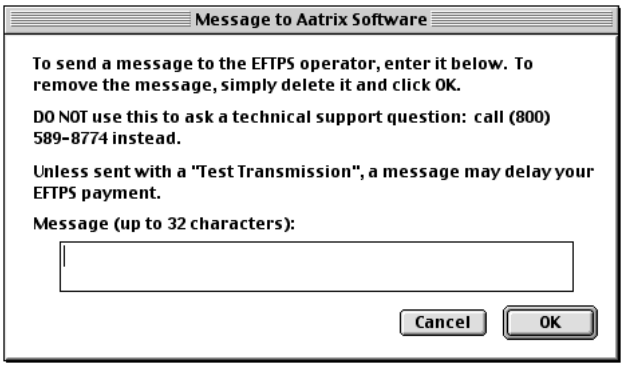
Your tax payment information is transmitted to the **Aatrix EFTPS Server** for verification. While online, the Server will respond with a message as to whether the tax payment setup is valid or not.

If the setup is invalid, make the necessary corrections and test the transmission again. If the setup is valid, deselect the **Test transmission** checkbox and continue to the next step.

***Note:*** *The information in your transmission test does not go any further than the Aatrix EFTPS Server.*

**Message to Aatrix (Optional)**

The **Message to Aatrix** option can be used to communicate with the Aatrix EFTPS operator. When you click the **Message to Aatrix** check box, the following dialog appears allowing you to enter a brief message (up to 32 characters).


Message to Aatrix Software
To send a message to the EFTPS operator, enter it below. To remove the message, simply delete it and click OK.
DO NOT use this to ask a technical support question: call (800) 589-8774 instead.
Unless sent with a "Test Transmission", a message may delay your EFTPS payment.
Message (up to 32 characters):
Cancel
OK

8 Click the **Connect Now** button to send your tax payment. (Make sure the Test Transmission check-box is not checked.)

When you click the **Connect Now** button, the Aatrix EFTPS program transmits your tax payment to the **Aatrix EFTPS Server** and verifies the following information:

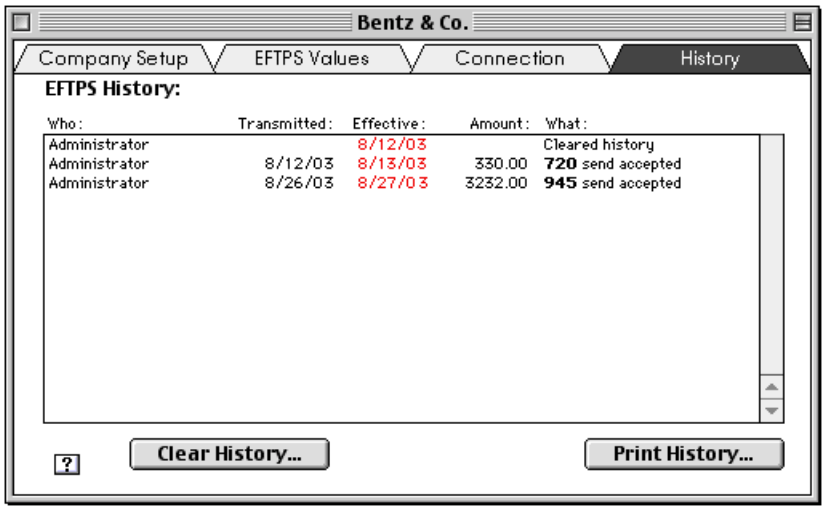
- The Aatrix EFTPS Server looks up your account and verifies that your **T.I.N.** and **P.I.N**. are valid. If there is a message relative to your account, it is sent at this time. If the **T.I.N**. and **P.I.N.** do not match, you will be given this information and logged off.
- The Effective date is verified that it is not an EFTPS Holiday Date or weekend date. If the Aatrix EFTPS Server determines that your Holiday file is invalid, the Server will automatically update it for you.
- If applicable, the amount is checked that it does not exceed your designated threshold. If it does, you have 30 seconds to decide (while online) if you want to override the limit. If not, the transmission is rejected and you will be logged off.

Once the Aatrix EFTPS Server accepts your tax payment, it is sent to the Financial Agent. An **ACH debit** transaction is then initiated against your bank account based on your designated effective date and specified amount.

In addition, for each transaction the Aatrix EFTPS Server transmits for you, a monthly fee is automatically charged to the credit card you have provided Aatrix Software for EFTPS.

*If you provide Aatrix Software with your email address, we can email you the details of the payment sent and a confirmation number indicating that the payment was accepted by the Financial Institution.*

9 In the History tab window, view the details of your transmission.




Each EFTPS transaction that has been transmitted to the Aatrix EFTPS server is displayed in the History tab window.

10 Click the **Print History** button to print a copy of the information displayed.

***Note:*** *Clicking the* ***Clear History*** *button allows you remove all the transactions displayed in the scrolling list or only those transactions recorded before a date you designate.*

11 When you are done transmitting tax payments, select **File** > **Quit**.

# Troubleshooting

**Q** **I try to send payments but nothing happens.**

**A** *Make sure that your modem is turned on and properly connected to your computer. Verify that you have the proper initialization string and modem speed assigned in the **Preferences** window (refer to your Modem manual, if necessary).*

**Q** **When I attempt to transmit a tax payment to the Aatrix EFTPS Server, I get a message that my Taxpayer ID Number (TIN) is not registered with Aatrix Software.**

**A** *If you are already registered with the Aatrix EFTPS Service, make sure your Taxpayer ID Number (TIN) is entered correctly in the Company Setup window.*

*If you have not yet registered with the Aatrix EFTPS Service, you can do so by filling out the Aatrix EFTPS Enrollment Form. To do so, click Enroll EFTPS in the Company tab window of your payroll program. Fax or mail this form (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible. If you need an enrollment form, call Aatrix Software at 1-800-426-0854*

**Q** **I get the message, "You can't connect because I can't open the port for the modem connection." How do I correct this?**

**A** *Check that there are no other program (e.g., American Online) currently using the modem. Also, check that the correct port option is selected in Preferences.*

**Q** **I'm using my PowerBook with Aatrix EFTPS and my modem won't dial out. How do I correct this?**

**A** *Change the modem setting in the **Teleport** control panel to "compatible".*

# Notes:

CHAPTER 15

# Administrators

## Chapter overview

The following information is covered in this chapter:

- Using the Cafeteria Plan Administrator
- Using the Pension Administrator

# Cafeteria Plan Administrator

The Ultimate Payroll program (Single Company and Multi-Company) includes a feature called the **Cafeteria Plan Administrator**. It allows you to set up and administer your company's cafeteria plan.

Instructions are provided in this section of the chapter for setting up your payroll program. Please familiarize yourself with it before entering your cafeteria plan information.

## What is a Cafeteria Plan?

A Cafeteria Plan is an employee benefit program designed to take advantage of the regulations contained in Section 125 of the Internal Revenue Code. Employees may choose from among two or more benefits consisting of cash and qualified benefits offered by the employer.

Both the employer and employee save money by converting unreimbursed medical and dependent care expenses and group insurance premiums from an after-tax to before-tax basis. Your payroll program allows you to manage such a Plan with a feature called the **Cafeteria Plan Administrator**.

***Note:*** *Written documentation for a Sample Cafeteria Plan is located in the* ***Cafeteria Plan Documents*** *folder. These documents are stand-alone, self-running files. That is, no particular application is needed to open them. All you have to do is double-click the file to open it. If you are going to use the Sample Cafeteria Plan as a model for setting up your own Cafeteria Plan, you should do these three steps. 1) Print out all the documentation. 2) Review it carefully. 3) Make any necessary changes as it applies to your own particular company.*

### How does the tax savings work?

Under Section 125, the taxes that are eligible for reduction are Federal Income Tax, State Income Tax, Employer and Employee FICA, and Federal Unemployment tax. In most states, the State Unemployment tax is reported using the full gross wages.

The following is an example of what an employee may save by participating in a group insurance premium conversion plan. The employee works in North Dakota, married and claims two exemptions. He is paid a monthly salary of $1500.00, and out of this salary, pays $100 a month in insurance premiums.

| | **Without Premium Conversion:** |
|---|---|
| Monthly Salary | $1500.00 |
| Minus: Federal Withholding | 82.50 |
| ND Withholding | 11.55 |
| Social Security (FICA) | 93.00 |
| Medicare (FICA) | 21.75 |
| Take-home pay | $1291.20 |
| Minus: Employee's Insurance Premium | 100.00 |
| Net Take-home pay | $1191.20 |

| | **With Premium Conversion:** |
|---|---|
| Monthly Salary | $1500.00 |
| Minus: Employee's Insurance Premium | 100.00 |
| New Salary for Withholding Taxes | $1400.00 |
| Minus: Federal Withholding | 67.50 |
| ND Withholding | 9.45 |
| Social Security (FICA) | 86.80 |
| Medicare (FICA) | 20.30 |
| New Net Take-home pay | $1215.95 |

By participating in a premium conversion plan, the employee's take-home pay is increased by $24.75 a month or $297.00 a year.

The same employee now wants to set aside before-tax dollars in Flexible Spending Accounts (FSAs): $200.00/ month for child care in a Dependent Care Spending Account and $50.00/month for medical expenses to a Medical Spending Account.

| | **Without Flexible Benefits:** |
|---|---|
| Monthly Salary | $1500.00 |
| Minus: Federal Withholding | 82.50 |
| ND Withholding | 11.55 |
| Social Security (FICA) | 93.00 |
| Medicare (FICA) | 21.75 |
| Take-home pay | $1291.20 |
| Minus: Employee's Insurance Premium | 100.00 |
| Medical Expenses | 50.00 |
| Dependent Care | 200.00 |
| Net Take-home pay | $941.20 |

| | **With Flexible Benefits:** |
|---|---|
| Monthly Salary | $1500.00 |
| Minus: Employee's Insurance Premium | 100.00 |
| Medical Expenses | 50.00 |
| Dependent Care Expenses | 200.00 |
| New Salary for Withholding Taxes | $1150.00 |
| Minus: Federal Withholding | 30.00 |
| ND Withholding | 4.20 |

| | With Flexible Benefits: |
|---|---|
| Social Security (FICA) | 71.30 |
| Medicare (FICA) | 16.68 |
| New Net Take-home pay | $1027.82 |

By participating in both premium conversion and Flexible Spending Accounts, the employee's take-home pay increased by $86.62 a month or $1039.44 a year.

### Who can offer/participate in a Cafeteria Plan?

Any sole-proprietorship, partnership, corporation, or S-Corporation can offer a cafeteria plan to its employees.

Employees choose whether or not they want to participate in all or part of the plan. Prior to the effective date of each Plan Year, an enrollment form must be filled out by each employee (including those who do not wish to participate).

Those not eligible to participate in such a plan include a sole proprietor, a partner or owner of an S-Corporation who owns 2% or more, and an employed spouse of a Sub S-Corporation. Owners, however, benefit from tax savings from those employees who do participate.

### What benefits are allowed?

There are two basic options in a Section 125 benefits plan: flexible spending accounts (medical and dependent care) and premium conversion.

- **Flexible spending accounts**

  **Medical**

  A **Medical Spending Account** allows an employee to set aside before-tax dollars to pay for medical expenses which are not paid for through insurance or the employer. Expenses include dental, medical, and vision expenses normally allowed by the IRS as deductions on a tax return. Insurance premiums cannot be included in a medical spending account. Refer to IRS Publication 502 for a list of eligible medical expenses and other related information. It is recommended that employers set an allowed maximum for a medical spending account so as to reduce their risk.

  **Dependent Care**

  A **Dependent Care Spending Account** allows an employee to set aside before-tax dollars to pay for day care expenses for children under 13 years old or for adult day care for a disabled spouse or other disabled dependent. According to IRS regulation, a maximum of $5000.00 can be set aside in a **Dependent Care** account each Plan Year for married couples filing jointly and single heads of households. Refer to IRS Publication 503 or a tax advisor for information on eligible dependent care expenses.

- **Premium conversion**

  The premium conversion part pays insurance premiums in before-tax dollars for Group Sponsored Insurance Programs such as Health Insurance, Dental Insurance, Prescription Drug Insurance, Term Life Insurance (up to $50,000), etc.

***Note:*** *Benefit payments on long-term and short-term disability will be taxable to the recipient if the premiums are paid in before-tax dollars.*

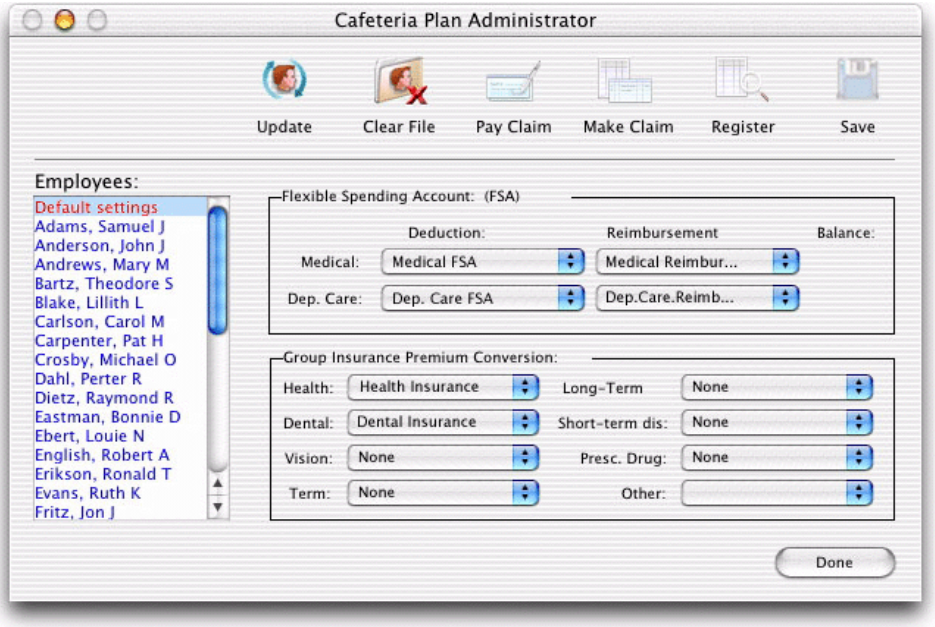
## Setting up the Cafeteria Plan Administrator

Before setting up your employees in the Cafeteria Plan Administrator, you should have finalized all the details of your Cafeteria Plan (e.g., benefits being offered, eligibility requirements, reimbursement schedule, etc.).

### Instruction Set 15–1: Setting up the Cafeteria Plan Administrator

1 Make sure you have created all applicable deductions and reimbursement payroll items and assigned them to the appropriate employees.

2 Select **Utilities** > **Cafeteria Plan Administrator**.




*Located at the top of the Employee List is an option called **Default settings**. It is a file that acts like a template. If all (or most) of your employees have the same Cafeteria Plan setup, it will save you time and frustration if you first configure this file and then update the Employee List instead of setting up each employee individually.*

3 Decide whether you want to set up all employees at the same time, or to individually set up each employee.

- To set up all your employees at the same time, select the **Default settings** option located at the top of the Employee List.
- To set up an individual employee, select the name of the employee in the Employee List.

4 Select from the pop-up menus all those deductions and reimbursement payroll items that apply to your Cafeteria Plan.

Leave the pop-up menu selection as **None** if you don't offer a particular group premium conversion or Flexible Spending Account.

5 Click the **Save** button.

6 If you are setting up the **Default settings** file, click **Update**.

When you click **Update**, the setup in the **Default settings** file is assigned to all employees in the Employees List. A message will appear stating that this has been done. Click **OK**.

7 If you need to personalize the setup of any particular employee, simply select the employee from the Employees List and make the necessary changes.

## Viewing/Editing Flex spending account registers

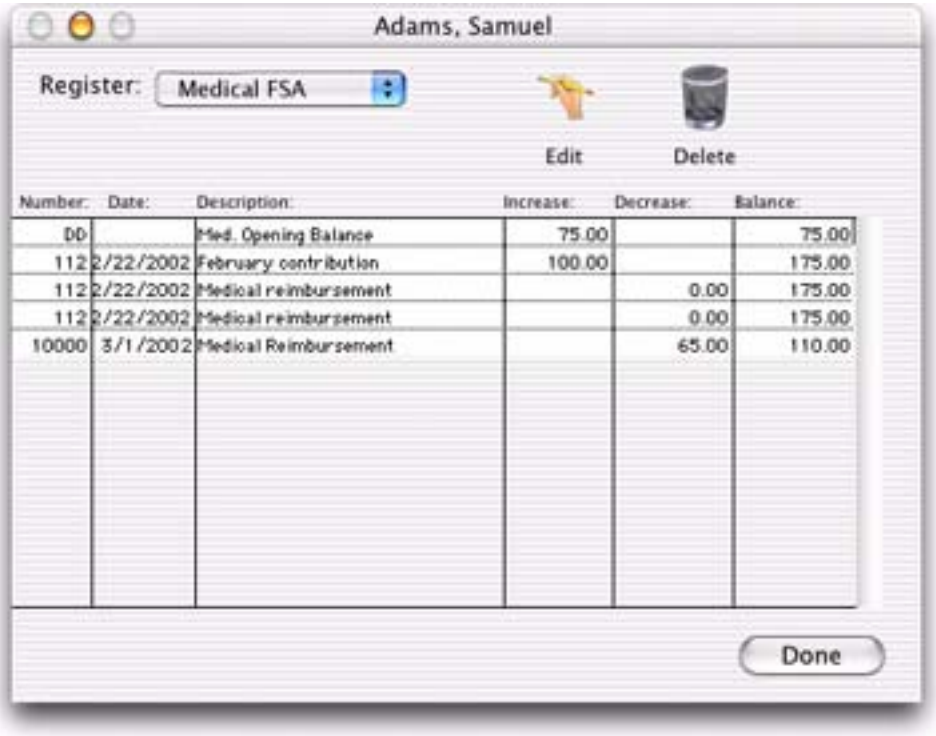
When you record a paycheck or reimbursement check that includes Flex Spending Account (FSA) data, the program takes this data and stores it separate FSA registers. The following instruction set explains how to access the FSA registers for viewing and/or editing purposes.

### Instruction Set 15–2: Viewing/editing a FSA register

1 Select **Utilities** > **Cafeteria Plan Administrator**.

2 Select the name of the employee whose FSA register you want to view or edit.

3 Click the **Register** button.



4 From the **Register** pop-up menu, select either **Medical FSA** or **Dependent Care FSA**.

5 View, delete, or edit any of the entries in the displayed register.

**Delete Entry**
To delete an entry, select the entry you wish to delete. Click the **Delete Entry** button. The entry will be permanently deleted from the selected FSA register.

*The program does not automatically adjust the FSA registers if you delete a paycheck from **Pay History**. You must go into the FSA register(s) and manually delete the corresponding entry.*

**Edit Entry**
To edit an entry, select the entry you wish to edit. Click the **Edit** button. A dialog will appear allowing you to change any of the information related to the selected entry.

6 Click **Done** to return to the Cafeteria Plan Administrator window.

7 Click **Done** to close the Cafeteria Plan Administrator window.

*Pre-designed Cafeteria Plan reports that cull information from the FSA registers are available in the Reports tab window. An example of a Cafeteria Plan report is illustrated in Appendix B.*

## Entering reimbursement claims

Whenever an employee submits a claim for reimbursement of an eligible medical or dependent care expense (e.g., child care, dental fees, eyeglasses, x-rays), you must enter that claim into the employee's file. If you have questions concerning eligible expenses, consult IRS Publications 502 (Medical) and 503 (Dependent Care) or your tax advisor.

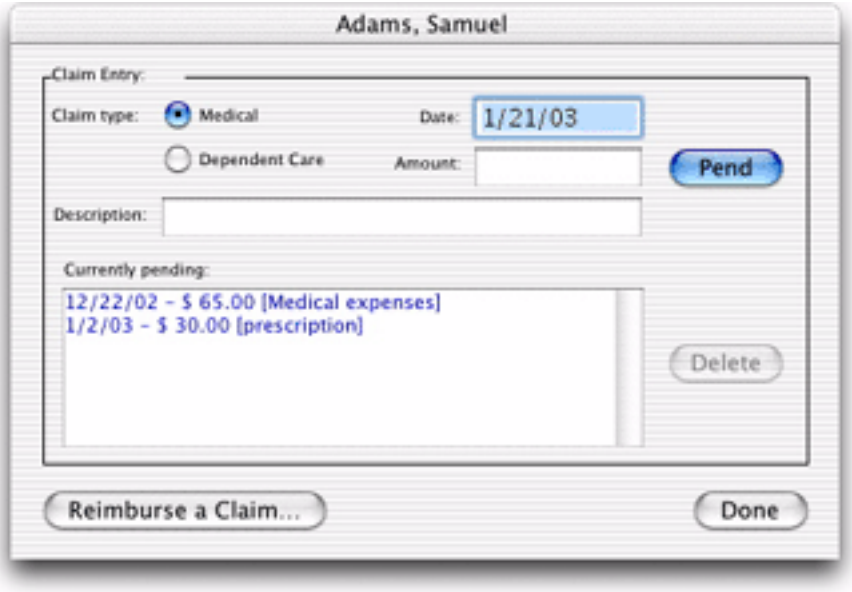
***Note:*** *Insurance premiums are not eligible for reimbursement from Flexible Spending Accounts.*

### Instruction Set 15–3: Entering a reimbursement claim

1 Select **Utilities** > **Cafeteria Plan Administrator**.

2 Select the employee's name in the Employees List.

3 Click the **Enter a Claim** button.




4 Select whether the claim type is a **Medica**l or **Dependent Care** expense.

5 Enter the relevant information (date, amount, and description) in the text boxes.

6 Click the **Pend** button to add the claim to the employee's file.

When you click **Pend**, the claim is placed in the **Currently pending** list.

Pending claims are removed from the list when employee are reimbursed.

7 What next?

- If you don't want to reimburse the employee's claim now, click **Done** to return to the Cafeteria Plan Administrator window.
- If you want to reimburse the employee now, refer to the next section. It provides instructions for reimbursing claims.

## Reimbursing claims

There are two ways in which you can reimburse an employee for an eligible medical or dependent care expense:

- Add the amount of the reimbursement to the employee's paycheck
- Print a separate reimbursement check

No matter which method you use, the outcome is the same— the employee is reimbursed for an eligible expense using money that has been set aside in his/her Medical or Dependent Care Flexible Spending Account.

### Adding reimbursements to paychecks

If you want to include Medial and Dependent Care reimbursement payments on your employee's paychecks, you must first set them up as extra income payroll items (reimbursement type, exempt from all deductions) and then assign them to all applicable employees.

Also, these reimbursement items must be selected from the **Reimbursement** pop-up menus in the main window of the Cafeteria Plan Administrator.

*The program will correctly maintain your employee's Flexible Spending Account registers ONLY if the reimbursement payroll items are linked appropriately in the Cafeteria Plan Administrator.*

### Instruction Set 15–4: Adding a reimbursement to a paycheck

This method includes the reimbursement amount in the paycheck's **Net** pay as a non-taxable item.

1 Open the Process Payroll tab window and process payroll as you normally do.

2 When you get to an employee who is to receive a reimbursement, enter the amount of the eligible expense in the **Pay Rate** field.

| Extra Income: | Pay Rate: | Hours: | Amount: |
|---|---|---|---|
| Medical Reimbursement | 142.79 | 0.0 | 142.79 |
| Dep. Care Reimbursement | 100.00 | 0.0 | 100.00 |
| | | | 242.79 |

When you record the paycheck, a copy of the paycheck is placed in **Pay History** and the reimbursement amount is recorded in the **Flexible Spending Account** register.

To view the Flexible Spending Account register, select **File** > **Liability Registers** and then click on the **Register** pop-up menu.

*f you have to reprint a check that contains a Medical and/or Dependent Care reimbursement, reprint the check from the **Pay History** window.*

## Writing reimbursement checks

Use the following instructions to write out a separate reimbursement check.

### Instruction Set 15–5: Writing a reimbursement check

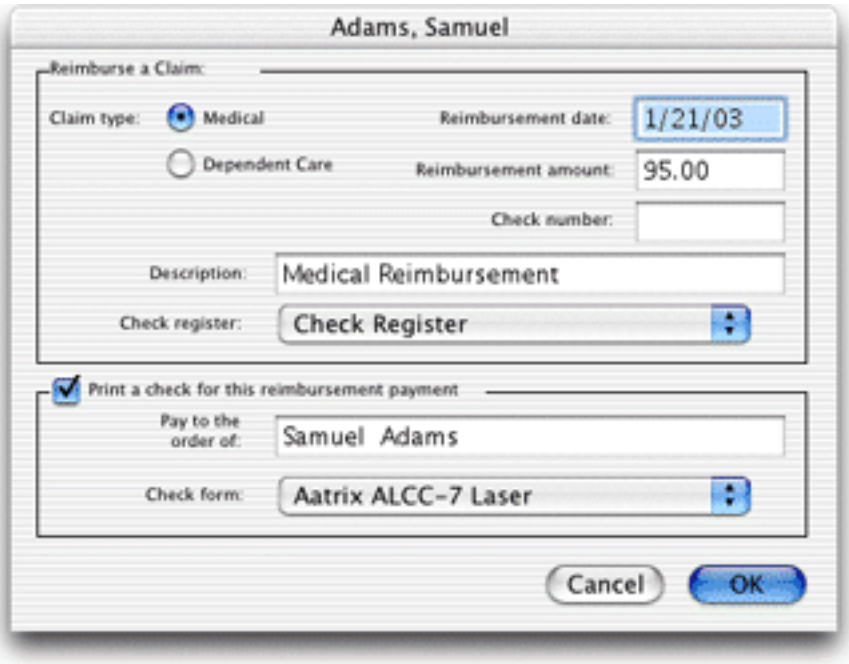
1 Select **Utilities** > **Cafeteria Plan Administrator**.

2 Select the employee for whom you are writing a reimbursement check.

3 The next step depends on whether the claim has already been entered in the employee's file (i.e., pending) or not.

- If you are reimbursing a claim that is pending, click the **Reimburse a Claim** button.
- If the claim has not yet been entered in the employee's file, click the **Enter a Claim** button, enter the claim information, then click the **Reimburse a Claim** button.

4 The following dialog will appear when you click the **Reimburse a Claim** button.




5 Select whether the reimbursement claim type is for a **Medical** or **Dependent Care** expense.

6 Enter the relevant information (i.e., date, amount, check number, description) in the text boxes.

If applicable, the **Reimbursement amount** field will contain the amount of claims currently pending for the selected claim type.

7 From the **Check Register** pop-up menu, select the register you want this check recorded in.

8 (Optional) If you want to print the check, setup the bottom check printing portion of the window.

**Print a check...**
Select the **Print a check...** checkbox. If this option is not selected, the check will be recorded only.

**Pay to the order of**
Enter the name of the employee you are printing this check for.

**Check form**
From the Check form pop-up menu, select the checkform you want to use for printing.

9 Click **OK**.

If you are printing the reimbursement check, the print dialog will appear. Insert your checkform in the printer, then click the **Print** button. The check will be printed and then recorded in the appropriate Flexible Spending Account register and selected check register.

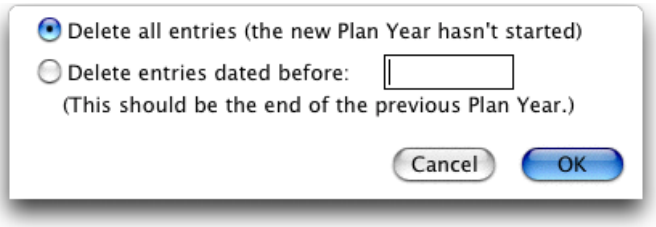
If you aren't printing the check, the check is recorded in the appropriate Flexible Spending Account register and selected register.

## Closing out a Plan Year

At the end of your Plan Year, you will need to zero out of the balances in your employees' FSA registers. If your Cafeteria Plan has a provision that allows your employees a certain amount of time (e.g., 90 days) after the end of the Plan Year to submit claims, you will want to wait to close out your Plan Year until that time. Money left in Flexible Spending Accounts and not paid out in reimbursements are forfeited to the company. Suggestions on what an employer can do with forfeited money are provided in the **Cafeteria Plan Setup** documentation.

### Instruction Set 15–6: Closing out a Plan Year

1. Before opening your payroll program, make a backup of your **Flex Register** file. It is located in the **Registers *f*** folder of your **Aatrix Payroll *f*** folder.
2. Select the **Default settings** option located at the top of the Employee List.
3. Select **Utilities** > **Cafeteria Plan Administrator**.
4. Click the **Clear File** button.
5. A warning dialog reminding you to back up your Flex Register appears. Click **Cancel** to cancel the operation; **Continue** to proceed to the next dialog.


Delete all entries (the new Plan Year hasn't started)
Delete entries dated before:
(This should be the end of the previous Plan Year.)
Cancel
OK

6. Choose whether to delete all entries or only those entries dated before a date you specify.
7. Click **OK**.

   The entries you specified will be deleted from the Flex Register file.

# The Pension Administrator

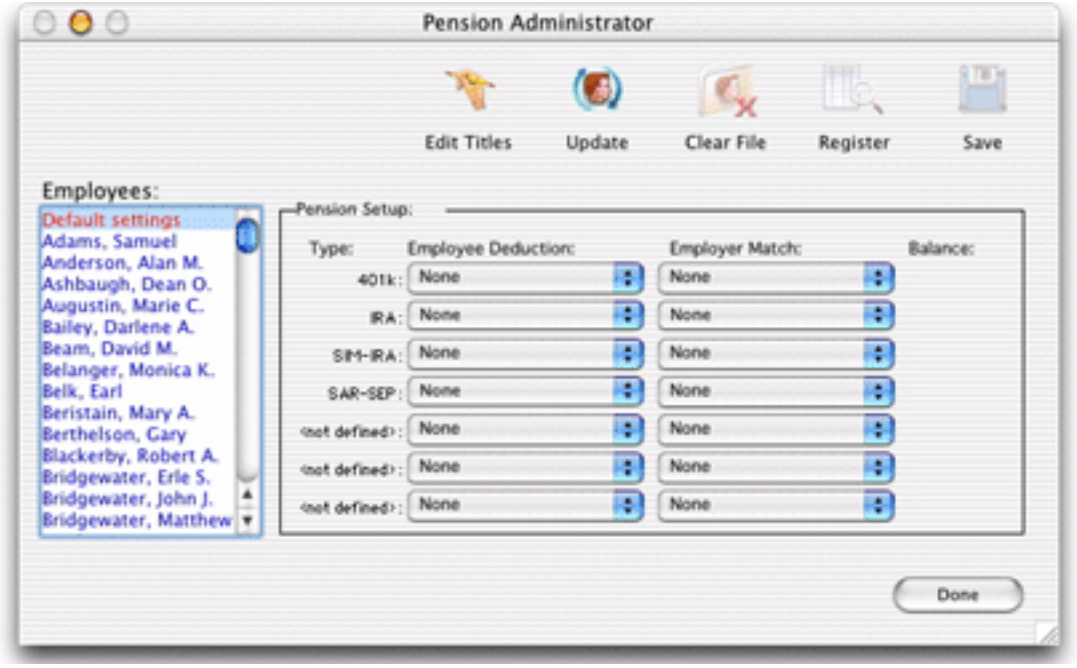
The Pension Administrator (a feature of Ultimate and Multi-Ultimate Payroll) gives you the ability to track employee pension deductions and employer-paid pension contributions for your 401K, Simple IRA, or any other pension plans you may have. Also, you can provide your employees with a detailed record of the deductions and the total contributed to their pension from the registers maintained by the Pension Administrator.

## Setting up the Pension Administrator

Before setting up your employees in the Pension Administrator, you should have finalized all the details of your company's pension plan with your pension plan provider. In addition, all your deduction pensions and employer-paid contribution pensions need to be set up in the payroll program and assigned to the appropriate employees.

### Instruction Set 15–7: Setting up the Pension Administrator

1 Select **Utilities** > **Pension Administrator**.




When you first open the Pension Administrator, the pension types are labeled **<not defined>** and the **None** option is selected in each pop-up menu.

*The **View Register** button is not functional for employees who do not yet have a pension register. For details, refer to* Creating pension registers on page 15-14.

2 Click the **Edit Titles** button to enter the titles for your pension types.

3 For each type of pension you have, enter a title for the pensions in the order you want them to appear in the **Pension Administrator** window.

4 Click **OK** to return to the Pension Administrator window.

*Located at the top of the Employee List is an option called **Default settings**. It is a file that acts like a template. If all (or most) of your employees have the same Pension Plan setup, it will save you time and frustration if you first configure the **Default settings** file and then update the Employee List instead of setting up each employee individually.*

5 Decide whether you want to set up all employees at the same time, or to individually set up each employee.

- To set up all your employees at the same time, select the **Default settings** option located at the top of the Employee List.
- To set up an individual employee, select the name of the employee in the Employee List.

6 Select from the pop-up menus all those deductions and employer-paid payroll items that apply to the designated pension types.

Leave the pop-up menu selection as **None** if no deductions or employer-paid contributions apply.

7 Click the **Save** button.

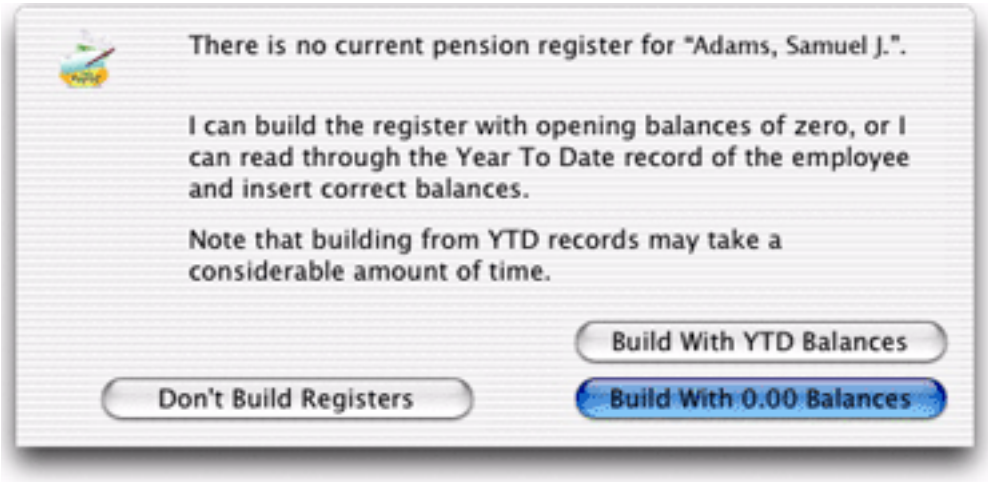
8 If you are setting up the **Default settings** file, click **Update**.

When you click **Update**, the setup in the **Default settings** file is assigned to all employees in the Employees List. A message will appear stating that this has been done. Click **OK**.

9 If you need to personalize the setup of any particular employee, simply select the employee from the Employees List, make the necessary changes.

## Creating pension registers

The following dialog appears when you process payroll for an employee who does not yet have a pension register.


There is no current pension register for "Adams, Samuel J.".
I can build the register with opening balances of zero, or I can read through the Year To Date record of the employee and insert correct balances.
Note that building from YTD records may take a considerable amount of time.
Build With YTD Balances
Don't Build Registers
Build With 0.00 Balances

Choose whether you want to build (i.e., create) a register for the employee with a 0.00 balance, with the pay history year-to-date balance, or not to create one at all.

## Viewing/editing pension registers

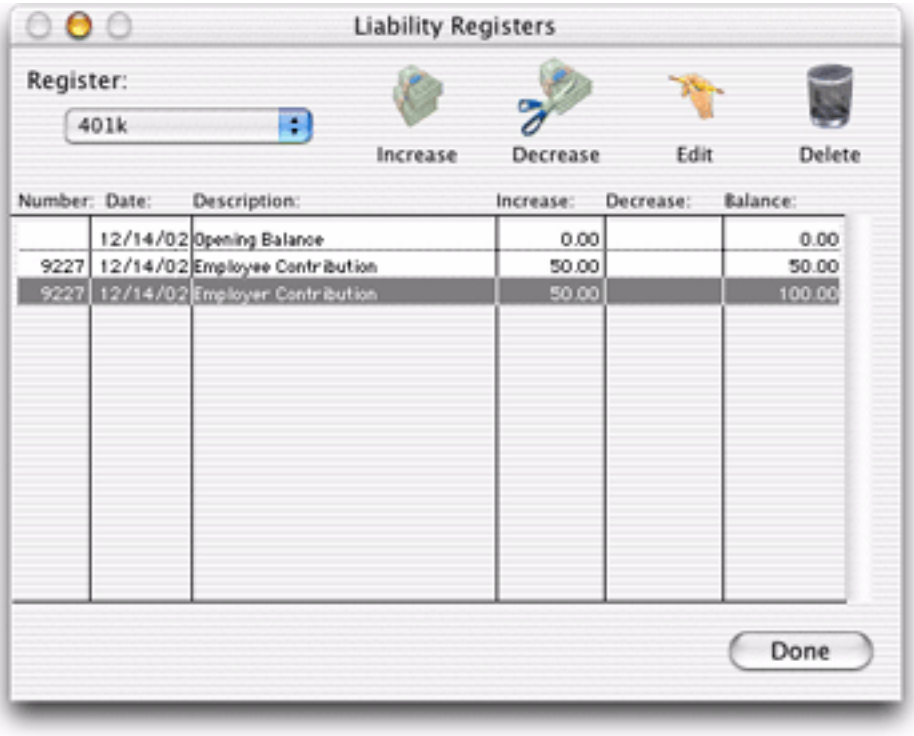
When you record a paycheck that includes pension data, the payroll program takes this data and stores it in separate pension registers. The following instruction set explains how to access the pension registers for viewing and/or editing.

### Instruction Set 15–8: Viewing/editing a pension register

1 Select **Utilities** > **Pension Administrator**.

2 Select the name of the employee whose pension register you want to view or edit.

3 Click the **View Register** button.




4 From the **Register** pop-up menu, select the pension register you wish to view or edit.

The register displays the selected employee's pension deductions and employer-paid pension contributions.

5 View, delete, edit, increase, or decrease any of the entries in the displayed register.

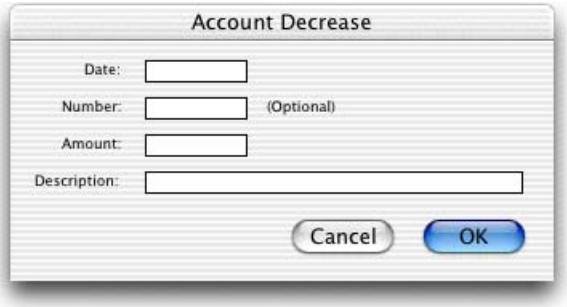
**Delete Entry**
To delete an entry, select the entry you wish to delete, then click the **Delete Entry** button. The entry will be permanently deleted from the selected pension register.

**Edit Entry**
To edit an entry, select the entry you wish to edit, then click the **Edit Entry** button. A dialog will appear allowing you to change any of the information related to the selected entry.

**Increase**
Click the **Increase** button to add an entry that increases the amount of the selected pension register.

**Decrease**

Click the **Decrease** button to add an entry that decreases the amount of the selected pension register.




6 Click **Done** to return to the Pension Administrator window.

7 Click **Done** to close the Pension Administrator window.

## Clearing pension registers

The **Clear Files** feature allows you to remove the detail (e.g., entries) from your employee's pension registers without removing the balances.

### Instruction Set 15–9: Clearing a pension register

1 Select **Utilities** > **Pension Administrator**.

2 Determine whether you want to clear the pensions registers for all employees or a single employee.

- If you want to clear the pension registers of all employees, select the **Default settings** option.
- If you want to clear the pension register of a single employee, select the name of the employee.

3 Click the **Clear Files** button.

The detail (e.g., entries) are cleared from the pension register(s) while the balances remain.

# States Requiring Special Attention

## Appendix overview

This appendix discusses the adjustments for unique state tax deductions.

# Overview

Some states require special employee tax status setup. These particular states are listed below along with instructions for setting up the special requirements.

**Arizona**

To set the withholding status of your Arizona employees, click the **Payroll Items** tab and select an Arizona employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **appropriate tax rate** for the selected employee. Click the **OK** button. Repeat this procedure for all Arizona employees.

**Arkansas**

To set the withholding status of your Arkansas employees, click the **Payroll Items** tab and select an Arkansas employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **Special Tax Status** (No personal exemptions, Married (claiming self only), Married (claiming both) or Single (claiming self)) for the selected employee. Click the **OK** button. Repeat this procedure for all Arkansas employees.

**California**

To set the withholding status of your California employees, click the **Payroll Items** tab and select a California employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, enter the **number of additional withholding allowances** the selected employee claimed on the DE-4 or W-4 form. Click the **Next** button and select the **correct status for the standard deduction** (Single, Dual income married, Married with multiple employers, Married (0 or 1 allowance on DE-4), Married (over 2 allowances on DE-4) or Unmarried head of household). Click the **Next** button and enter the **number of estimated deduction allowances**. Click the **OK** button. Repeat this procedure for all California employees.

**Connecticut**

To set the withholding status of your Connecticut employees, click the **Payroll Items** tab and select a Connecticut employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **value declared** on form CR-W4 Line 1 for the selected employee (Married (both working, income under $100,500), Head of Household, Married (only one working), Married (both working, income over $100,500), Exempt, or Single). Click the **OK** button. Repeat this procedure for all Connecticut employees.

**Georgia**

If a Georgia employee is married and filing jointly, click the **Payroll Items** tab and select a Georgia employee from the Employee List. Highlight the deduction and click Edit Item from the button bar. In the Edit Deduction window, select the **correct state filing status** for the selected employee (Single, Unmarried head of household, Married (filing jointly, one income), Married (filing jointly, two incomes), or Married (filing Separately)). Click the **OK** button. Repeat this procedure for all Georgia employees.

**Illinois**

To set the number of withholding allowances claimed on Line 1 of the IL-W-4 form for each of your Illinois employees, click the **Payroll Items** tab and select an Illinois employee from the Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, enter the **number of withholding allowances** claimed for the selected employee. Click the **OK** button. Repeat this step for all Illinois employees.

**Indiana County**

Note: The Indiana County withholding amount is included in the Indiana state withholding.

To set the Indiana County tax rate, click the Payroll Items tab and select an Indiana employee from the Employee List. Highlight the deduction and click Edit Item from the button bar. In the Edit Deduction window, edit the Indiana County tax rate percentage as a decimal equivalent (e.g., .01 = 1%). Click the Next button and enter the number of claims on Line 4 of the employee's WH-4 form. Click the Next button and enter the number of dependents claimed on Line 5 of the WH-4 form. Click the OK button. Repeat this step for each Indiana County employee.

If the tax does not calculate correctly, verify that the number of local exemptions and tax rate are entered correctly for each employee.

**Iowa**

To set up the number of exemptions of your Iowa employees, click the **Payroll Items** tab and select an Iowa employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **number of exemptions** (zero, one, two, three or more) for the selected employee. Click the **OK** button. Repeat this procedure until all of the Iowa employees have been set up.

**Louisiana**

To set the number of personal exemptions of your Louisiana employees, click the **Payroll Items** tab and select a Louisiana employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **number of personal exemptions** (zero, one, or two) for the selected employee. Click the **Next** button. Enter the **number of credits claimed**. Click the **OK** button. Repeat these steps until the personal exemption has been set for all Louisiana employees.

**Maryland**

To set the tax status of your Maryland employees, click the **Payroll Items** tab and select a Maryland employee from your employee list. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **local % rate** for the selected employee. Click the **OK** button. Repeat these steps until the tax status has been set for all maryland employees.

**Massachusetts**

To set the special status deduction (employee or spouse is blind, employee and spouse is blind, no blindness) of your Massachusetts employees, click the **Payroll Items** tab and select a Massachusetts employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **deduction status** for the selected employee. Click the **Next** button and indicate if the employee will file as head of household. Click the **OK** button. Repeat these steps until the status has been set for all Massachusetts employees.

**Mississippi**

To enter the amount of line 6 from the Mississippi Withholding Exemption Certificate Form 89-350, click the **Payroll Items** tab and select a Mississippi employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, enter the **amount from line 6, US Form 89-350** for the selected employee. Click the **Next** button and enter the correct filing status (Single, Married (one income), Married (dual income), Head of Household). Click the **OK** button. Repeat these steps for all Mississippi employees.

**Montana**

To set up a married employee who wants to use the single rate, click the **Payroll Items** tab and select the employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **Married, but use single rate** check box. Click the **OK** button. Repeat these steps for all Montana employees.

**New Jersey**

To set the withholding status of your New Jersey employees, click the **Payroll Items** tab and select a New Jersey employee from your Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **standard withholding table declared on form NJ-W4** for the selected employee. Click the **OK** button. Repeat these steps for all New Jersey employees.

**New York Local**

To set the tax status of your New York City and Yonkers employees, click the **Payroll Items** tab and select a New York City employee from your Employee List. Click the red **New** button to create a new deduction. In the Type pop-up field, select **Local Income Tax**. Select **Tax Calculation** in the Calculation Method pop-up field. In the next pop-up, select either **New York City** or **Yonkers, NY**. Click the **OK** button. Repeat these steps for each of your New York City and Yonkers employees.

**Puerto Rico**

To set the exemption status of your Puerto Rico employees, click the **Payroll Items** tab and select a Puerto Rico employee from the Employee List. Highlight the deduction and click **Edit Item** from the button bar. In the Edit Deduction window, select the **filing status** (Single, Separated, Married (claiming full), Married (claiming half exemption), or Claiming non of the exemption). Click the **Next** button and enter the **number of allowances claims based on deduction (not dependents)**. Click the **Next** button and, if the employee is married, enter the **amount of personal exemptions** the selected employee is claiming. Click the **OK** button. Repeat this procedure for all Puerto Rico employees.

# Sample Reports

## Appendix overview

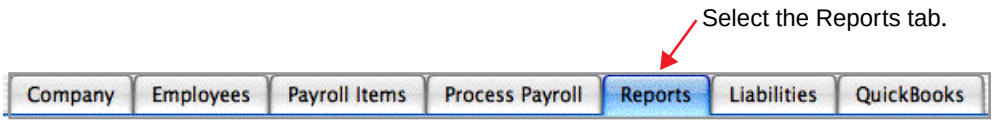
The following information is covered in this appendix:

- Reports Overview
- Payroll reports
- Queue reports
- Time Card reports
- Miscellaneous reports

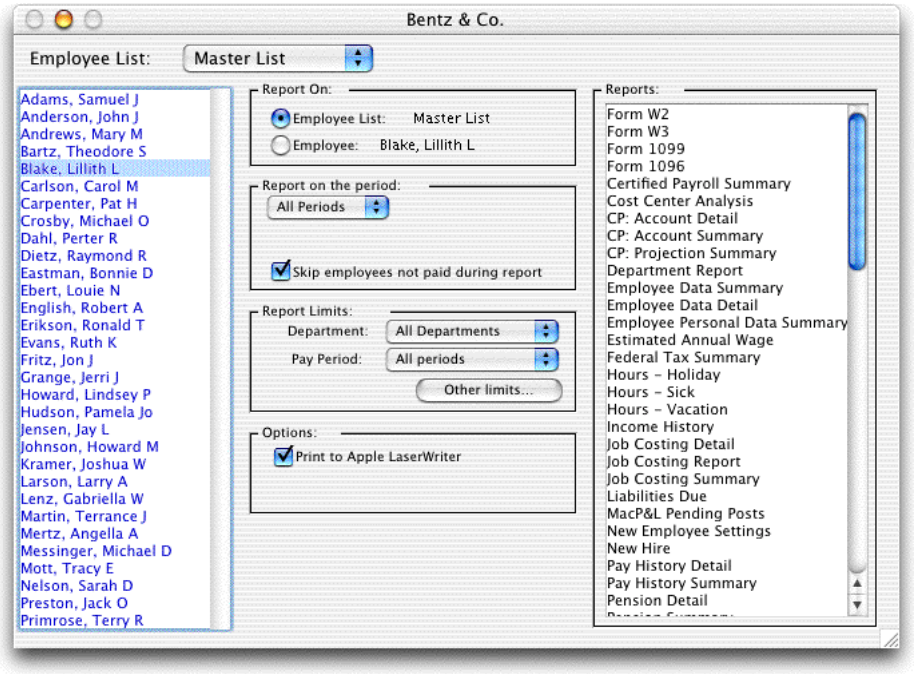
# Reports Overview

There are several reports already built into your payroll program.

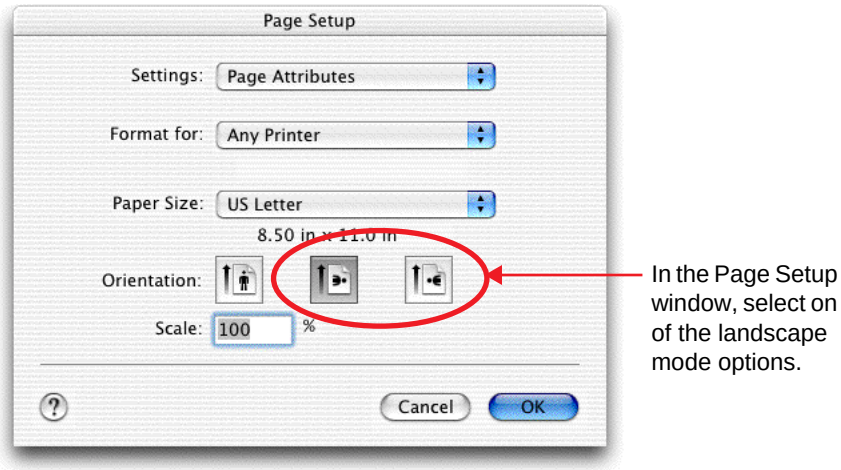
To access the reports section, click the **Reports** tab.




These pre-designed reports are listed in the **Reports** scrolling list of the Reports Main Dialog window. This appendix describes and provides samples of many of these reports.



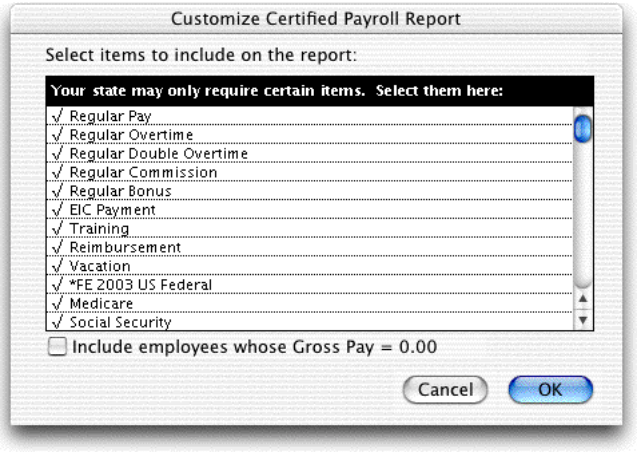

Some reports (e.g., Regular Deduction, Regular Contribution) have been designed to print in *landscape* mode: printing across the longer side of an 8.5 x 11 inch sheet of paper. In order to view all the report information, you will need to select the Page Setup command from the File menu before printing the report.



# Payroll Reports

## Certified Payroll Summary Report

The following dialog will appear when you select the **Certified Payroll Summary Report** option in the Reports list and then click the **Preview Report** button.




1. Select (√) all the items you want to include in your certified payroll report.

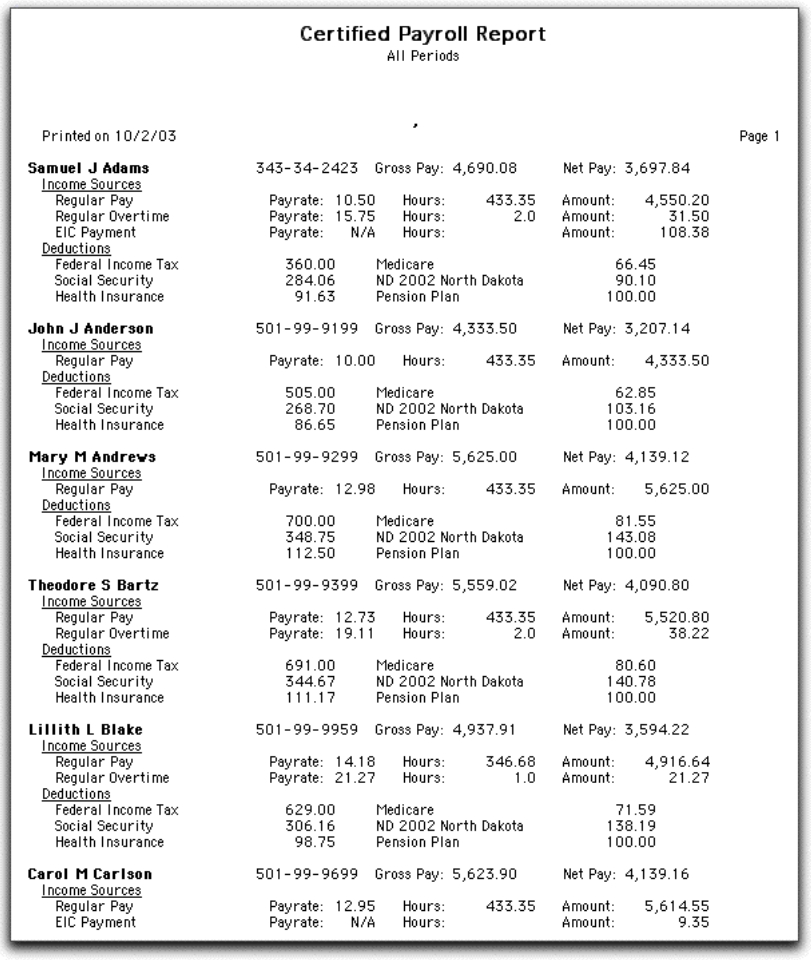
2. (Optional) Select the **Include employees whose Gross Pay = 0.00** if you want the report to include employees who have no gross pay.

3. Click **OK**.

The Certified Payroll Summary report will display all information for all payroll items selected in the above window.

If applicable, it will include the pay rate, hours, and amounts for each selected payroll item for each employee. You can use the values in this report to enter into your own state certified payroll report.

An example of a Certified Payroll report is illustrated below.



**Certified Payroll Report**
All Periods

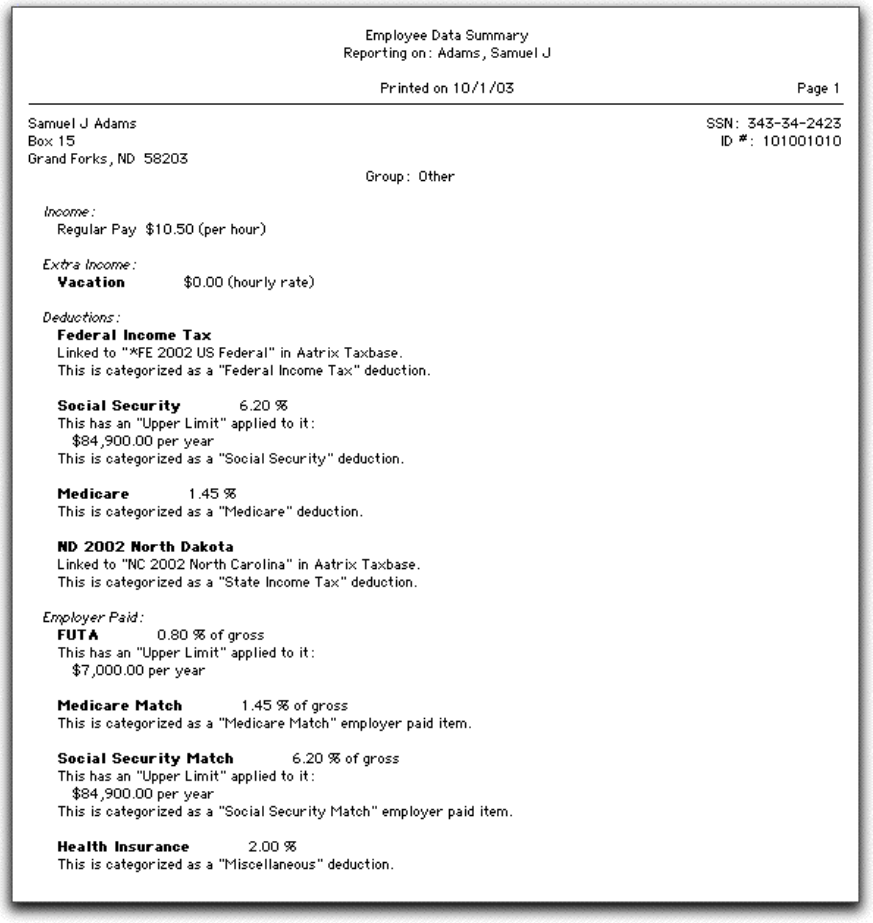
Printed on 10/2/03 Page 1

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Samuel J Adams** | 343-34-2423 | Gross Pay: | 4,690.08 | Net Pay: | 3,697.84 | | |
| Income Sources | | | | | | | |
| Regular Pay | Payrate: | 10.50 | Hours: | 433.35 | Amount: | 4,550.20 | |
| Regular Overtime | Payrate: | 15.75 | Hours: | 2.0 | Amount: | 31.50 | |
| EIC Payment | Payrate: | N/A | Hours: | | Amount: | 108.38 | |
| Deductions | | | | | | | |
| Federal Income Tax | 360.00 | | Medicare | | | 66.45 | |
| Social Security | 284.06 | | ND 2002 North Dakota | | | 90.10 | |
| Health Insurance | 91.63 | | Pension Plan | | | 100.00 | |
| **John J Anderson** | 501-99-9199 | Gross Pay: | 4,333.50 | Net Pay: | 3,207.14 | | |
| Income Sources | | | | | | | |
| Regular Pay | Payrate: | 10.00 | Hours: | 433.35 | Amount: | 4,333.50 | |
| Deductions | | | | | | | |
| Federal Income Tax | 505.00 | | Medicare | | | 62.85 | |
| Social Security | 268.70 | | ND 2002 North Dakota | | | 103.16 | |
| Health Insurance | 86.65 | | Pension Plan | | | 100.00 | |
| **Mary M Andrews** | 501-99-9299 | Gross Pay: | 5,625.00 | Net Pay: | 4,139.12 | | |
| Income Sources | | | | | | | |
| Regular Pay | Payrate: | 12.98 | Hours: | 433.35 | Amount: | 5,625.00 | |
| Deductions | | | | | | | |
| Federal Income Tax | 700.00 | | Medicare | | | 81.55 | |
| Social Security | 348.75 | | ND 2002 North Dakota | | | 143.08 | |
| Health Insurance | 112.50 | | Pension Plan | | | 100.00 | |
| **Theodore S Bartz** | 501-99-9399 | Gross Pay: | 5,559.02 | Net Pay: | 4,090.80 | | |
| Income Sources | | | | | | | |
| Regular Pay | Payrate: | 12.73 | Hours: | 433.35 | Amount: | 5,520.80 | |
| Regular Overtime | Payrate: | 19.11 | Hours: | 2.0 | Amount: | 38.22 | |
| Deductions | | | | | | | |
| Federal Income Tax | 691.00 | | Medicare | | | 80.60 | |
| Social Security | 344.67 | | ND 2002 North Dakota | | | 140.78 | |
| Health Insurance | 111.17 | | Pension Plan | | | 100.00 | |
| **Lillith L Blake** | 501-99-9959 | Gross Pay: | 4,937.91 | Net Pay: | 3,594.22 | | |
| Income Sources | | | | | | | |
| Regular Pay | Payrate: | 14.18 | Hours: | 346.68 | Amount: | 4,916.64 | |
| Regular Overtime | Payrate: | 21.27 | Hours: | 1.0 | Amount: | 21.27 | |
| Deductions | | | | | | | |
| Federal Income Tax | 629.00 | | Medicare | | | 71.59 | |
| Social Security | 306.16 | | ND 2002 North Dakota | | | 138.19 | |
| Health Insurance | 98.75 | | Pension Plan | | | 100.00 | |
| **Carol M Carlson** | 501-99-9699 | Gross Pay: | 5,623.90 | Net Pay: | 4,139.16 | | |
| Income Sources | | | | | | | |
| Regular Pay | Payrate: | 12.95 | Hours: | 433.35 | Amount: | 5,614.55 | |
| EIC Payment | Payrate: | N/A | Hours: | | Amount: | 9.35 | |

## Employee Data Summary Report

The **Employee Data Summary report** details all income sources, assigned deductions and employer paid contributions for a single employee or an entire Employee List. The report lists an employee's pay, as well as all limit amounts and percentages on all pay items. Use this report to check the correctness of your employee files after they have been created or at any time that an employee's pay items are in question. Check the report for properly assigned and personalized payroll items.

An example of the information contained in an Employee Data Summary report is illustrated below.



Employee Data Summary
Reporting on: Adams, Samuel J

Printed on 10/1/03 Page 1

Samuel J Adams
Box 15
Grand Forks, ND 58203

SSN: 343-34-2423
ID #: 101001010

Group: Other

*Income:*
Regular Pay $10.50 (per hour)

*Extra Income:*
**Vacation** $0.00 (hourly rate)

*Deductions:*
**Federal Income Tax**
Linked to "*FE 2002 US Federal" in Aatrix Taxbase.
This is categorized as a "Federal Income Tax" deduction.

**Social Security** 6.20 %
This has an "Upper Limit" applied to it:
$84,900.00 per year
This is categorized as a "Social Security" deduction.

**Medicare** 1.45 %
This is categorized as a "Medicare" deduction.

**ND 2002 North Dakota**
Linked to "NC 2002 North Carolina" in Aatrix Taxbase.
This is categorized as a "State Income Tax" deduction.

*Employer Paid:*
**FUTA** 0.80 % of gross
This has an "Upper Limit" applied to it:
$7,000.00 per year

**Medicare Match** 1.45 % of gross
This is categorized as a "Medicare Match" employer paid item.

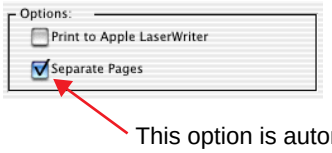
**Social Security Match** 6.20 % of gross
This has an "Upper Limit" applied to it:
$84,900.00 per year
This is categorized as a "Social Security Match" employer paid item.

**Health Insurance** 2.00 %
This is categorized as a "Miscellaneous" deduction.

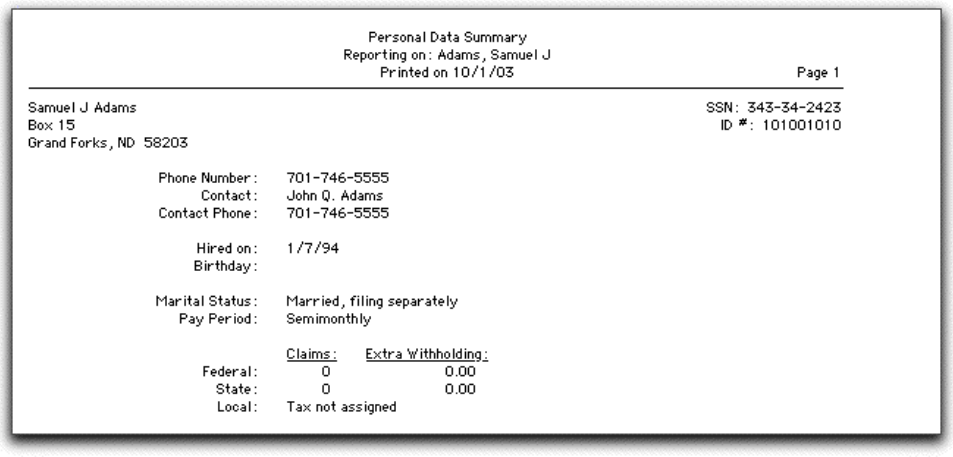
## Employee Personal Data Summary Report

The **Employee Personal Data Summary report details** all the personal data you have entered in your employee files.

The **Separate Pages** option is automatically selected when you choose this report.




The report displayed below is with the **Separate Pages** option marked.



Personal Data Summary
Reporting on: Adams, Samuel J
Printed on 10/1/03
Page 1

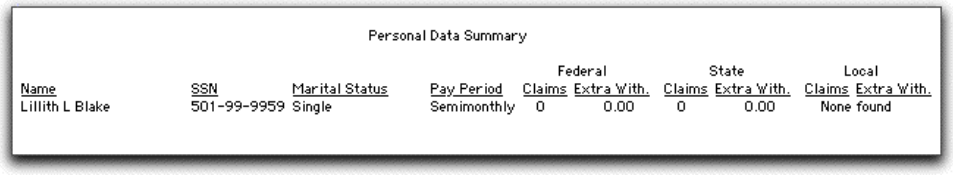
Samuel J Adams
Box 15
Grand Forks, ND 58203

SSN: 343-34-2423
ID #: 101001010

| | |
|---|---|
| Phone Number: | 701-746-5555 |
| Contact: | John Q. Adams |
| Contact Phone: | 701-746-5555 |
| Hired on: | 1/7/94 |
| Birthday: | |
| Marital Status: | Married, filing separately |
| Pay Period: | Semimonthly |

| | Claims: | Extra Withholding: |
|---|---|---|
| Federal: | 0 | 0.00 |
| State: | 0 | 0.00 |
| Local: | Tax not assigned | |

Due to the width of the report when setup as a line summary, you may want to print it in ***landscape*** (sideways) mode. If the **Separate Pages** option is not selected, all employee personal data is displayed across the width of the screen as shown below.



Personal Data Summary

| Name | SSN | Marital Status | Pay Period | Federal Claims | Federal Extra With. | State Claims | State Extra With. | Local Claims | Local Extra With. |
|---|---|---|---|---|---|---|---|---|---|
| Lillith L Blake | 501-99-9959 | Single | Semimonthly | 0 | 0.00 | 0 | 0.00 | None found | |

***Note:*** *Using this method doesn't list employees' phone numbers, contacts, contact phone numbers, hired dates, or birth dates.*

## Estimated Annual Wage Report

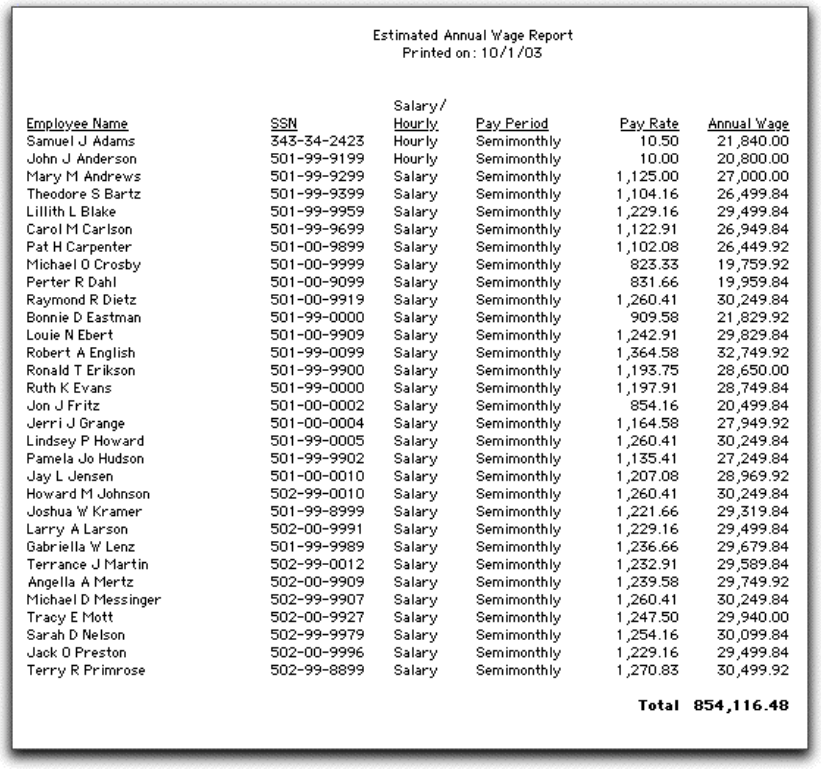
The **Estimated Annual Wage report** displays the estimated annual income of your employees.

The method of calculation is:

Salary employees annual wage = ((# pay periods in year) * rate)

Full-time hourly employees annual wage = ((# hours in year, which is 2080) * rate)

An example of the Estimated Annual Wage report, based on the status of full time employees, is illustrated below.



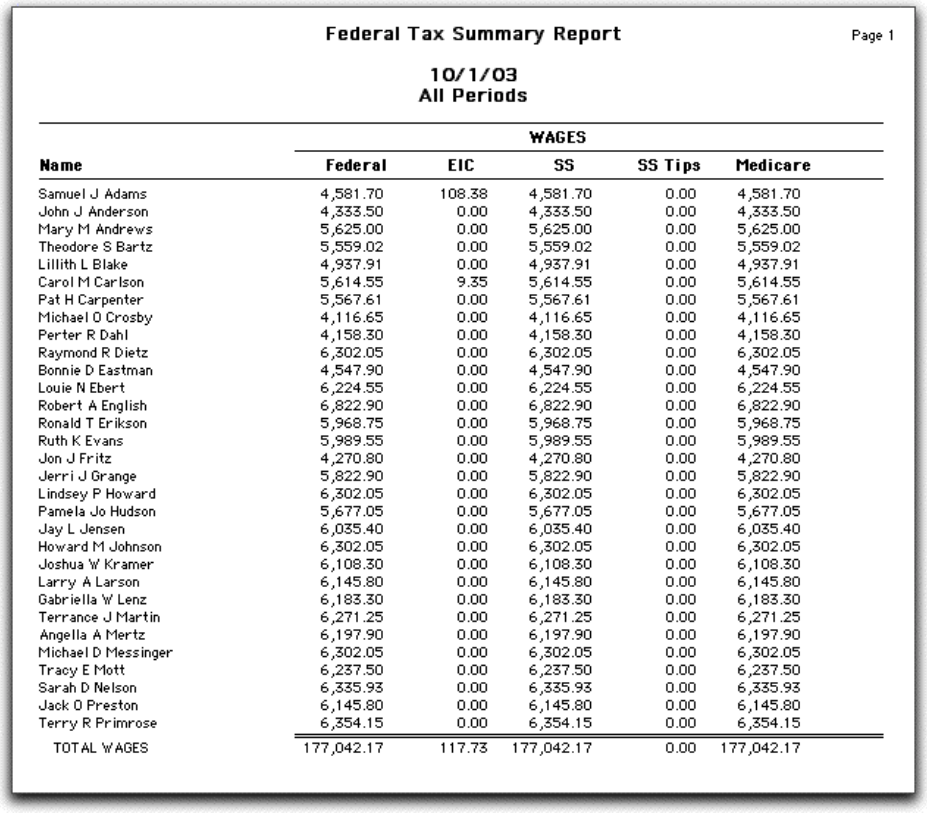
Estimated Annual Wage Report
Printed on: 10/1/03

| Employee Name | SSN | Salary/ Hourly | Pay Period | Pay Rate | Annual Wage |
|---|---|---|---|---|---|
| Samuel J Adams | 343-34-2423 | Hourly | Semimonthly | 10.50 | 21,840.00 |
| John J Anderson | 501-99-9199 | Hourly | Semimonthly | 10.00 | 20,800.00 |
| Mary M Andrews | 501-99-9299 | Salary | Semimonthly | 1,125.00 | 27,000.00 |
| Theodore S Bartz | 501-99-9399 | Salary | Semimonthly | 1,104.16 | 26,499.84 |
| Lillith L Blake | 501-99-9959 | Salary | Semimonthly | 1,229.16 | 29,499.84 |
| Carol M Carlson | 501-99-9699 | Salary | Semimonthly | 1,122.91 | 26,949.84 |
| Pat H Carpenter | 501-00-9899 | Salary | Semimonthly | 1,102.08 | 26,449.92 |
| Michael O Crosby | 501-00-9999 | Salary | Semimonthly | 823.33 | 19,759.92 |
| Perter R Dahl | 501-00-9099 | Salary | Semimonthly | 831.66 | 19,959.84 |
| Raymond R Dietz | 501-00-9919 | Salary | Semimonthly | 1,260.41 | 30,249.84 |
| Bonnie D Eastman | 501-99-0000 | Salary | Semimonthly | 909.58 | 21,829.92 |
| Louie N Ebert | 501-00-9909 | Salary | Semimonthly | 1,242.91 | 29,829.84 |
| Robert A English | 501-99-0099 | Salary | Semimonthly | 1,364.58 | 32,749.92 |
| Ronald T Erikson | 501-99-9900 | Salary | Semimonthly | 1,193.75 | 28,650.00 |
| Ruth K Evans | 501-99-0000 | Salary | Semimonthly | 1,197.91 | 28,749.84 |
| Jon J Fritz | 501-00-0002 | Salary | Semimonthly | 854.16 | 20,499.84 |
| Jerri J Grange | 501-00-0004 | Salary | Semimonthly | 1,164.58 | 27,949.92 |
| Lindsey P Howard | 501-99-0005 | Salary | Semimonthly | 1,260.41 | 30,249.84 |
| Pamela Jo Hudson | 501-99-9902 | Salary | Semimonthly | 1,135.41 | 27,249.84 |
| Jay L Jensen | 501-00-0010 | Salary | Semimonthly | 1,207.08 | 28,969.92 |
| Howard M Johnson | 502-99-0010 | Salary | Semimonthly | 1,260.41 | 30,249.84 |
| Joshua W Kramer | 501-99-8999 | Salary | Semimonthly | 1,221.66 | 29,319.84 |
| Larry A Larson | 502-00-9991 | Salary | Semimonthly | 1,229.16 | 29,499.84 |
| Gabriella W Lenz | 501-99-9989 | Salary | Semimonthly | 1,236.66 | 29,679.84 |
| Terrance J Martin | 502-99-0012 | Salary | Semimonthly | 1,232.91 | 29,589.84 |
| Angella A Mertz | 502-00-9909 | Salary | Semimonthly | 1,239.58 | 29,749.92 |
| Michael D Messinger | 502-99-9907 | Salary | Semimonthly | 1,260.41 | 30,249.84 |
| Tracy E Mott | 502-00-9927 | Salary | Semimonthly | 1,247.50 | 29,940.00 |
| Sarah D Nelson | 502-99-9979 | Salary | Semimonthly | 1,254.16 | 30,099.84 |
| Jack O Preston | 502-00-9996 | Salary | Semimonthly | 1,229.16 | 29,499.84 |
| Terry R Primrose | 502-99-8899 | Salary | Semimonthly | 1,270.83 | 30,499.92 |
| | | | | **Total** | **854,116.48** |

## Federal Tax Summary Report

The **Federal Tax Summary report** is a two page report that lists the wages (Federal, EIC, SS, SS Tips, Medicare) and taxes (Federal, SS, SS Match, Medicare, Medicare Match) of each employee on the Employee List and provides the Total Wage and Total Tax amounts.

When selected, a dialog will appear prompting you to select the proper item names from the pop-up menus to match the required fields. For example, the Social Security withholding deduction must be selected for the Social Security (FICA) withholding field.An example of the Federal Tax Summary report is illustrated below.



**Federal Tax Summary Report** Page 1

**10/1/03**
**All Periods**

| | WAGES | | | | |
|---|---|---|---|---|---|
| **Name** | **Federal** | **EIC** | **SS** | **SS Tips** | **Medicare** |
| Samuel J Adams | 4,581.70 | 108.38 | 4,581.70 | 0.00 | 4,581.70 |
| John J Anderson | 4,333.50 | 0.00 | 4,333.50 | 0.00 | 4,333.50 |
| Mary M Andrews | 5,625.00 | 0.00 | 5,625.00 | 0.00 | 5,625.00 |
| Theodore S Bartz | 5,559.02 | 0.00 | 5,559.02 | 0.00 | 5,559.02 |
| Lillith L Blake | 4,937.91 | 0.00 | 4,937.91 | 0.00 | 4,937.91 |
| Carol M Carlson | 5,614.55 | 9.35 | 5,614.55 | 0.00 | 5,614.55 |
| Pat H Carpenter | 5,567.61 | 0.00 | 5,567.61 | 0.00 | 5,567.61 |
| Michael O Crosby | 4,116.65 | 0.00 | 4,116.65 | 0.00 | 4,116.65 |
| Perter R Dahl | 4,158.30 | 0.00 | 4,158.30 | 0.00 | 4,158.30 |
| Raymond R Dietz | 6,302.05 | 0.00 | 6,302.05 | 0.00 | 6,302.05 |
| Bonnie D Eastman | 4,547.90 | 0.00 | 4,547.90 | 0.00 | 4,547.90 |
| Louie N Ebert | 6,224.55 | 0.00 | 6,224.55 | 0.00 | 6,224.55 |
| Robert A English | 6,822.90 | 0.00 | 6,822.90 | 0.00 | 6,822.90 |
| Ronald T Erikson | 5,968.75 | 0.00 | 5,968.75 | 0.00 | 5,968.75 |
| Ruth K Evans | 5,989.55 | 0.00 | 5,989.55 | 0.00 | 5,989.55 |
| Jon J Fritz | 4,270.80 | 0.00 | 4,270.80 | 0.00 | 4,270.80 |
| Jerri J Grange | 5,822.90 | 0.00 | 5,822.90 | 0.00 | 5,822.90 |
| Lindsey P Howard | 6,302.05 | 0.00 | 6,302.05 | 0.00 | 6,302.05 |
| Pamela Jo Hudson | 5,677.05 | 0.00 | 5,677.05 | 0.00 | 5,677.05 |
| Jay L Jensen | 6,035.40 | 0.00 | 6,035.40 | 0.00 | 6,035.40 |
| Howard M Johnson | 6,302.05 | 0.00 | 6,302.05 | 0.00 | 6,302.05 |
| Joshua W Kramer | 6,108.30 | 0.00 | 6,108.30 | 0.00 | 6,108.30 |
| Larry A Larson | 6,145.80 | 0.00 | 6,145.80 | 0.00 | 6,145.80 |
| Gabriella W Lenz | 6,183.30 | 0.00 | 6,183.30 | 0.00 | 6,183.30 |
| Terrance J Martin | 6,271.25 | 0.00 | 6,271.25 | 0.00 | 6,271.25 |
| Angella A Mertz | 6,197.90 | 0.00 | 6,197.90 | 0.00 | 6,197.90 |
| Michael D Messinger | 6,302.05 | 0.00 | 6,302.05 | 0.00 | 6,302.05 |
| Tracy E Mott | 6,237.50 | 0.00 | 6,237.50 | 0.00 | 6,237.50 |
| Sarah D Nelson | 6,335.93 | 0.00 | 6,335.93 | 0.00 | 6,335.93 |
| Jack O Preston | 6,145.80 | 0.00 | 6,145.80 | 0.00 | 6,145.80 |
| Terry R Primrose | 6,354.15 | 0.00 | 6,354.15 | 0.00 | 6,354.15 |
| TOTAL WAGES | 177,042.17 | 117.73 | 177,042.17 | 0.00 | 177,042.17 |

## Income History Report

The **Income History report** provides the amounts of all income sources for each employee on the Employee List.

Salary amounts are all salaries including those extra income sources that are of a Salaried type. Per Hour amounts include anything that is on a per hour basis including overtime and double overtime. Commission amounts include both regular commission and those extra income sources that are of a Commission type. Bonus amounts include both regular bonus and those extra income sources that are of a Bonus type. Minimum Pay includes the salaried minimum pay amount and/or hourly minimum pay amount.

An example of an Income History report is illustrated below.

**Income History Report** Page 1

**10/2/03**
**All Periods**

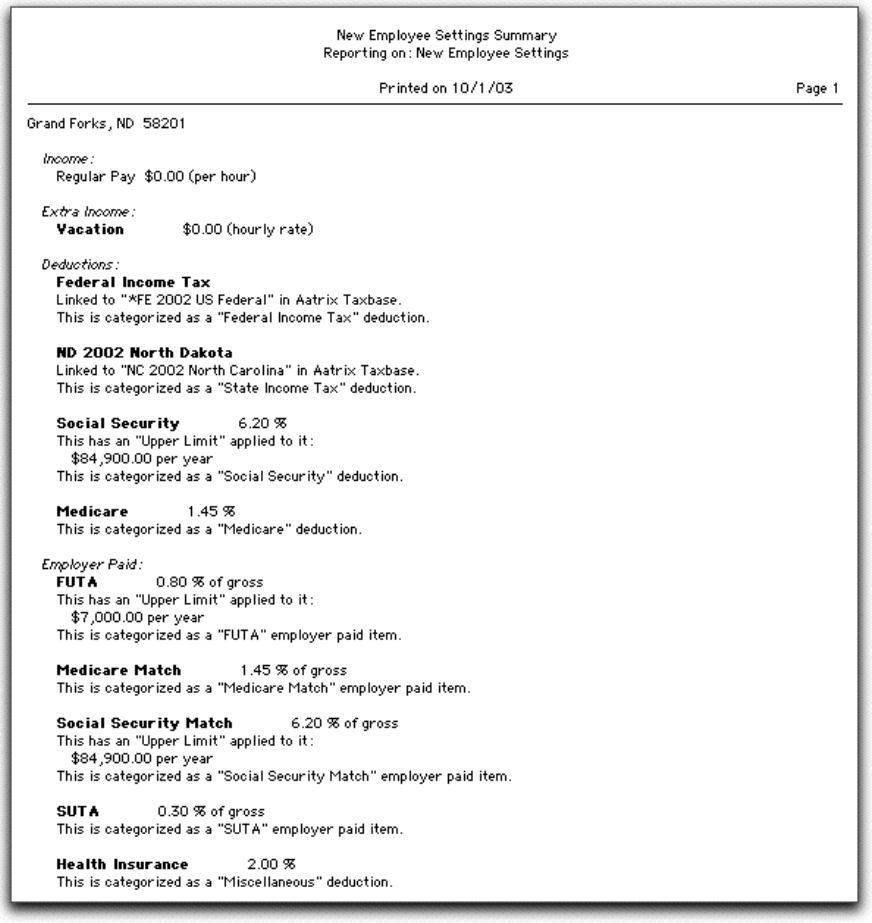
| Name | Salary | Per Hour | Per Unit | Per Other | Comm. | Bonus | Min. Pay | Tips | Total |
|---|---|---|---|---|---|---|---|---|---|
| Samuel J Adams | 108.38 | 4,581.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,690.08 |
| John J Anderson | 0.00 | 4,333.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,333.50 |
| Mary M Andrews | 5,625.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,625.00 |
| Theodore S Bartz | 5,520.80 | 38.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,559.02 |
| Lillith L Blake | 4,916.64 | 21.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,937.91 |
| Carol M Carlson | 5,623.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,623.90 |
| Pat H Carpenter | 5,510.40 | 57.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,567.61 |
| Michael O Crosby | 4,116.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,116.65 |
| Perter R Dahl | 4,158.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,158.30 |
| Raymond R Dietz | 6,302.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,302.05 |
| Bonnie D Eastman | 4,547.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,547.90 |
| Louie N Ebert | 6,224.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,224.55 |
| Robert A English | 6,822.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,822.90 |
| Ronald T Erikson | 5,968.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,968.75 |
| Ruth K Evans | 5,989.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,989.55 |
| Jon J Fritz | 4,270.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,270.80 |
| Jerri J Grange | 5,822.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,822.90 |
| Lindsey P Howard | 6,302.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,302.05 |
| Pamela Jo Hudson | 5,677.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,677.05 |
| Jay L Jensen | 6,035.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,035.40 |
| Howard M Johnson | 6,302.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,302.05 |
| Joshua W Kramer | 6,108.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,108.30 |
| Larry A Larson | 6,145.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,145.80 |
| Gabriella W Lenz | 6,183.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,183.30 |
| Terrance J Martin | 6,164.55 | 106.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,271.25 |
| Angella A Mertz | 6,197.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,197.90 |
| Michael D Messinger | 6,302.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,302.05 |
| Tracy E Mott | 6,237.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,237.50 |
| Sarah D Nelson | 6,270.80 | 65.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,335.93 |
| Jack O Preston | 6,145.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,145.80 |
| Terry R Primrose | 6,354.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,354.15 |
| TOTALS: | 167,956.17 | 9,203.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 177,159.90 |

## New Employee Settings Summary Report

The information displayed in the **New Employee Settings Summary** report is the current setup of your Default Information File. This setup is what the program will automatically assign to each new employee file created.

It is recommended that the information in this report is reviewed for accuracy before employee files are created. Another verification should take place whenever information is changed in the Default Information File.

An example of the New Employee Settings Summary report is illustrated below.



New Employee Settings Summary
Reporting on: New Employee Settings

Printed on 10/1/03 Page 1

Grand Forks, ND 58201

*Income:*
Regular Pay $0.00 (per hour)

*Extra Income:*
**Vacation** $0.00 (hourly rate)

*Deductions:*
**Federal Income Tax**
Linked to "*FE 2002 US Federal" in Aatrix Taxbase.
This is categorized as a "Federal Income Tax" deduction.

**ND 2002 North Dakota**
Linked to "NC 2002 North Carolina" in Aatrix Taxbase.
This is categorized as a "State Income Tax" deduction.

**Social Security** 6.20 %
This has an "Upper Limit" applied to it:
$84,900.00 per year
This is categorized as a "Social Security" deduction.

**Medicare** 1.45 %
This is categorized as a "Medicare" deduction.

*Employer Paid:*
**FUTA** 0.80 % of gross
This has an "Upper Limit" applied to it:
$7,000.00 per year
This is categorized as a "FUTA" employer paid item.

**Medicare Match** 1.45 % of gross
This is categorized as a "Medicare Match" employer paid item.

**Social Security Match** 6.20 % of gross
This has an "Upper Limit" applied to it:
$84,900.00 per year
This is categorized as a "Social Security Match" employer paid item.

**SUTA** 0.30 % of gross
This is categorized as a "SUTA" employer paid item.

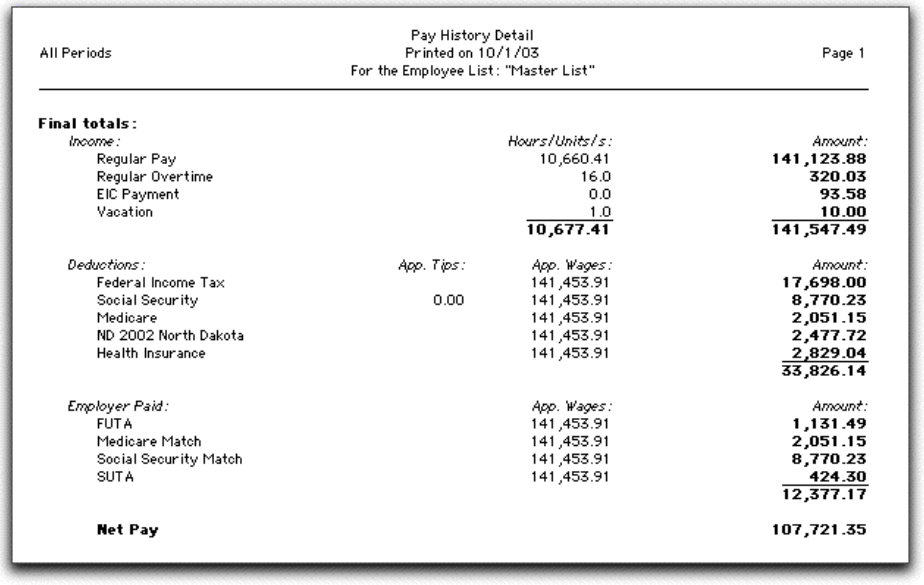
**Health Insurance** 2.00 %
This is categorized as a "Miscellaneous" deduction.

## Pay History Detail Report

The **Pay History Detail repor**t can be used for a comprehensive look at the Pay History records of a single employee or an entire Employee List. The report will list each pay period and detail all the payroll information for that pay period. Use this report to review your past paychecks for proper income, deductions, or employer paid contribution assignment and calculation.

If the Preview option is selected, a **Yes/No** dialog asks if you want to skip employee reports and only view totals. This is applicable only if printing or viewing the entire Employee List. The report combines all payroll check information from the selected period.

An example of the information contained in a Pay History Detail report is illustrated below.



All Periods — Pay History Detail — Printed on 10/1/03 — For the Employee List: "Master List" — Page 1

**Final totals:**

| *Income:* | | *Hours/Units/s:* | *Amount:* |
|---|---|---|---|
| Regular Pay | | 10,660.41 | **141,123.88** |
| Regular Overtime | | 16.0 | **320.03** |
| EIC Payment | | 0.0 | **93.58** |
| Vacation | | 1.0 | **10.00** |
| | | **10,677.41** | **141,547.49** |

| *Deductions:* | *App. Tips:* | *App. Wages:* | *Amount:* |
|---|---|---|---|
| Federal Income Tax | | 141,453.91 | **17,698.00** |
| Social Security | 0.00 | 141,453.91 | **8,770.23** |
| Medicare | | 141,453.91 | **2,051.15** |
| ND 2002 North Dakota | | 141,453.91 | **2,477.72** |
| Health Insurance | | 141,453.91 | **2,829.04** |
| | | | **33,826.14** |

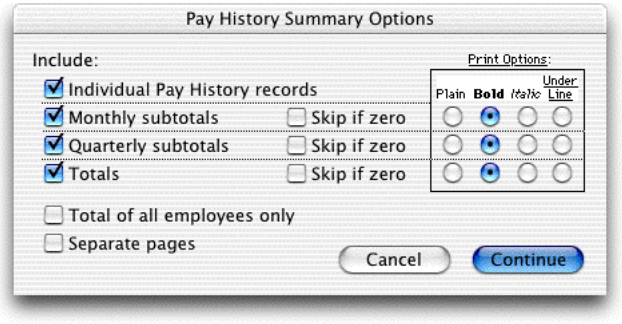
| *Employer Paid:* | *App. Wages:* | *Amount:* |
|---|---|---|
| FUTA | 141,453.91 | **1,131.49** |
| Medicare Match | 141,453.91 | **2,051.15** |
| Social Security Match | 141,453.91 | **8,770.23** |
| SUTA | 141,453.91 | **424.30** |
| | | **12,377.17** |

**Net Pay** **107,721.35**

## Pay History Summary Report

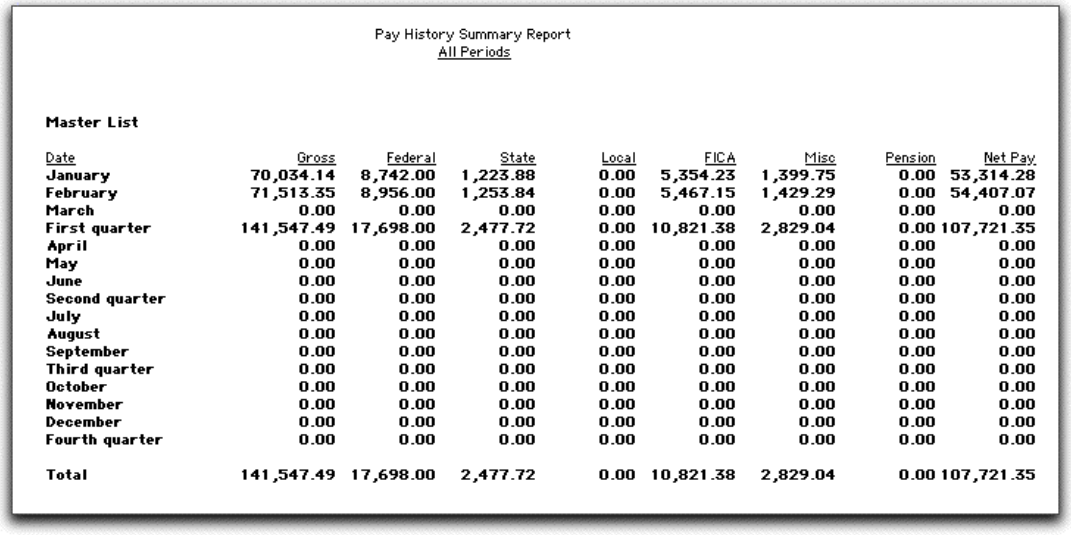
The **Pay History Summary report** can be used to show the amounts deducted (e.g., Federal, State, etc.) in the Pay History records of an individual employee or an entire Employee List.

The following dialog appears when you click the **Preview Report** or **Print** buttons.




The above dialog allows you to select which values you want displayed on the report (individual employee Pay History amounts, monthly subtotals, quarterly subtotals, and/or annual totals). To print one employee per page, click the **Separate pages** checkbox. To display the totals only, select the **Totals of all employees only** (the **Separate pages** and **Individual Pay History** records options will become inactive). Use **Print Options** to display report values in the format of your choosing (plain, bold, italic, or underlined).

An example of a **Pay History Summary** report is illustrated below.



Pay History Summary Report
All Periods

**Master List**

| Date | Gross | Federal | State | Local | FICA | Misc | Pension | Net Pay |
|---|---|---|---|---|---|---|---|---|
| January | 70,034.14 | 8,742.00 | 1,223.88 | 0.00 | 5,354.23 | 1,399.75 | 0.00 | 53,314.28 |
| February | 71,513.35 | 8,956.00 | 1,253.84 | 0.00 | 5,467.15 | 1,429.29 | 0.00 | 54,407.07 |
| March | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| First quarter | 141,547.49 | 17,698.00 | 2,477.72 | 0.00 | 10,821.38 | 2,829.04 | 0.00 | 107,721.35 |
| April | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| May | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| June | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Second quarter | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| July | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| August | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| September | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Third quarter | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| October | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| November | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| December | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fourth quarter | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 141,547.49 | 17,698.00 | 2,477.72 | 0.00 | 10,821.38 | 2,829.04 | 0.00 | 107,721.35 |

## Pension Reports

Pension reports such as the following can be generated if you use the Pension deduction type to group employee pension funds together, and the Pension Match employer paid type to group your employer contribution matches to the employee pension funds.

An example of the **Pension Summary Report** is illustrated below.

Pension Summary Report
Printed on: 10/1/03

All Periods

| Employee Name | Employee Cont. | Pct. | Employer Cont. | Pct. |
|---|---|---|---|---|
| Samuel J Adams | 100.00 | 10.99 | 10.00 | 1.10 |
| John J Anderson | 100.00 | 11.54 | 10.00 | 1.15 |
| Mary M Andrews | 100.00 | 8.89 | 10.00 | 0.89 |
| Theodore S Bartz | 100.00 | 9.06 | 10.00 | 0.91 |
| Lillith L Blake | 100.00 | 8.14 | 10.00 | 0.81 |
| Carol M Carlson | 100.00 | 8.91 | 10.00 | 0.89 |
| Pat H Carpenter | 100.00 | 9.07 | 10.00 | 0.91 |
| Michael O Crosby | 0.00 | 0 | 0.00 | 0 |
| Perter R Dahl | 0.00 | 0 | 0.00 | 0 |
| Raymond R Dietz | 0.00 | 0 | 0.00 | 0 |
| Bonnie D Eastman | 0.00 | 0 | 0.00 | 0 |
| Louie N Ebert | 0.00 | 0 | 0.00 | 0 |
| Robert A English | 0.00 | 0 | 0.00 | 0 |
| Ronald T Erikson | 0.00 | 0 | 0.00 | 0 |
| Ruth K Evans | 0.00 | 0 | 0.00 | 0 |
| Jon J Fritz | 0.00 | 0 | 0.00 | 0 |
| Jerri J Grange | 0.00 | 0 | 0.00 | 0 |
| Lindsey P Howard | 0.00 | 0 | 0.00 | 0 |
| Pamela Jo Hudson | 0.00 | 0 | 0.00 | 0 |
| Jay L Jensen | 0.00 | 0 | 0.00 | 0 |
| Howard M Johnson | 0.00 | 0 | 0.00 | 0 |
| Joshua W Kramer | 0.00 | 0 | 0.00 | 0 |
| Larry A Larson | 0.00 | 0 | 0.00 | 0 |
| Gabriella W Lenz | 0.00 | 0 | 0.00 | 0 |
| Terrance J Martin | 0.00 | 0 | 0.00 | 0 |
| Angella A Mertz | 0.00 | 0 | 0.00 | 0 |
| Michael D Messinger | 0.00 | 0 | 0.00 | 0 |
| Tracy E Mott | 0.00 | 0 | 0.00 | 0 |
| Sarah D Nelson | 0.00 | 0 | 0.00 | 0 |
| Jack O Preston | 0.00 | 0 | 0.00 | 0 |
| Terry R Primrose | 0.00 | 0 | 0.00 | 0 |
| **Totals** | **$ 700.00** | **9.38 %** | **$ 70.00** | **0.94 %** |

An example of the **Pension Detail Report** is illustrated next.

Pension Detail Report
Printed on: 10/1/03

All Periods

**Samuel J Adams** **343-34-2423**

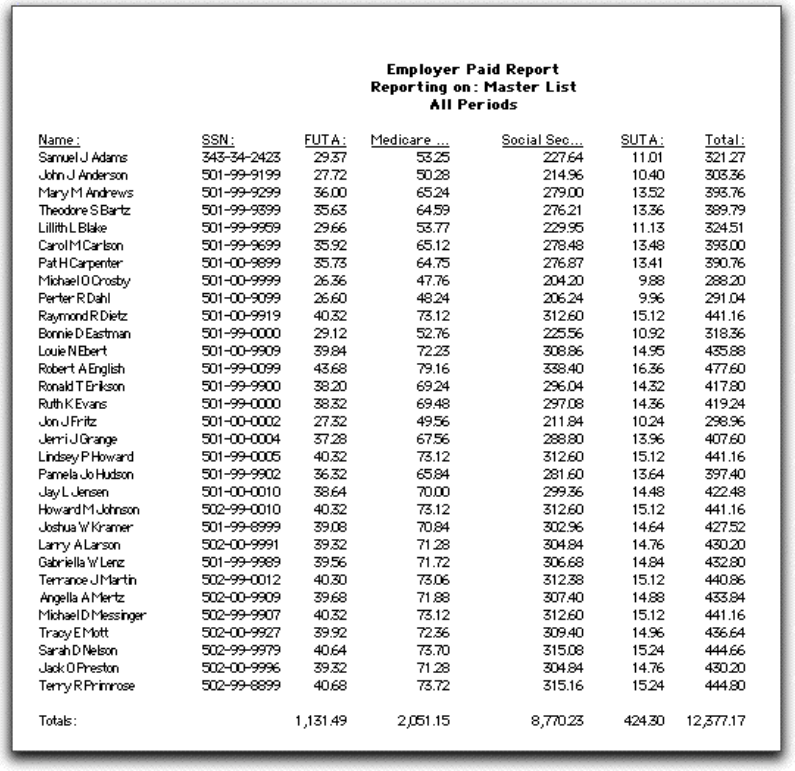
| Date | Employee Cont. | Pct. | Employer Cont. | Pct. |
|---|---|---|---|---|
| 10/1/03 | 100.00 | 10.99 | 10.00 | 1.10 |

## Regular Contribution Summary Report

The **Regular Contribution Summary report** will display each employee on the selected Employee List and detail all the employer paid contributions as well as the contribution totals.

This report can be used to check the correctness of an employer paid contribution or whenever the totals of a contribution are in question. Due to the width of this report, you may wish to print it in **landscape** (sideways) mode.

An example of a Regular Contribution Summary report is illustrated below.



**Employer Paid Report**
**Reporting on: Master List**
**All Periods**

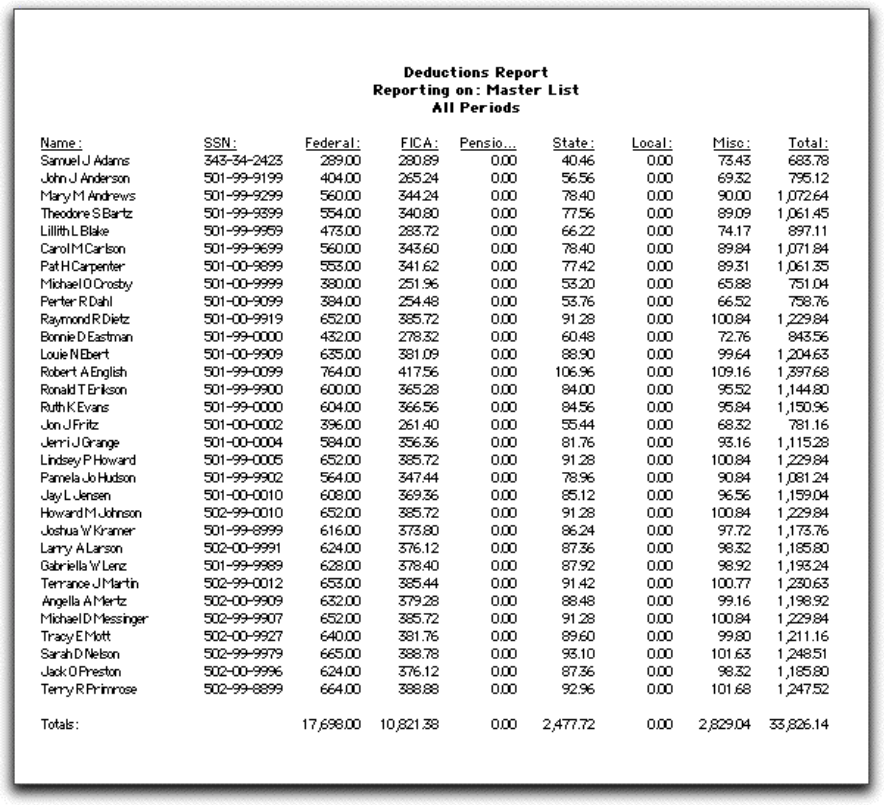
| Name: | SSN: | FUTA: | Medicare ... | Social Sec... | SUTA: | Total: |
|---|---|---|---|---|---|---|
| Samuel J Adams | 343-34-2423 | 29.37 | 53.25 | 227.64 | 11.01 | 321.27 |
| John J Anderson | 501-99-9199 | 27.72 | 50.28 | 214.96 | 10.40 | 303.36 |
| Mary M Andrews | 501-99-9299 | 36.00 | 65.24 | 279.00 | 13.52 | 393.76 |
| Theodore S Bartz | 501-99-9399 | 35.63 | 64.59 | 276.21 | 13.36 | 389.79 |
| Lillith L Blake | 501-99-9959 | 29.66 | 53.77 | 229.95 | 11.13 | 324.51 |
| Carol M Carlson | 501-99-9699 | 35.92 | 65.12 | 278.48 | 13.48 | 393.00 |
| Pat H Carpenter | 501-00-9899 | 35.73 | 64.75 | 276.87 | 13.41 | 390.76 |
| Michael O Crosby | 501-00-9999 | 26.36 | 47.76 | 204.20 | 9.88 | 288.20 |
| Perter R Dahl | 501-00-9099 | 26.60 | 48.24 | 206.24 | 9.96 | 291.04 |
| Raymond R Dietz | 501-00-9919 | 40.32 | 73.12 | 312.60 | 15.12 | 441.16 |
| Bonnie D Eastman | 501-99-0000 | 29.12 | 52.76 | 225.56 | 10.92 | 318.36 |
| Louie N Ebert | 501-00-9909 | 39.84 | 72.23 | 308.86 | 14.95 | 435.88 |
| Robert A English | 501-99-0099 | 43.68 | 79.16 | 338.40 | 16.36 | 477.60 |
| Ronald T Erikson | 501-99-9900 | 38.20 | 69.24 | 296.04 | 14.32 | 417.80 |
| Ruth K Evans | 501-99-0000 | 38.32 | 69.48 | 297.08 | 14.36 | 419.24 |
| Jon J Fritz | 501-00-0002 | 27.32 | 49.56 | 211.84 | 10.24 | 298.96 |
| Jerri J Grange | 501-00-0004 | 37.28 | 67.56 | 288.80 | 13.96 | 407.60 |
| Lindsey P Howard | 501-99-0005 | 40.32 | 73.12 | 312.60 | 15.12 | 441.16 |
| Pamela Jo Hudson | 501-99-9902 | 36.32 | 65.84 | 281.60 | 13.64 | 397.40 |
| Jay L Jensen | 501-00-0010 | 38.64 | 70.00 | 299.36 | 14.48 | 422.48 |
| Howard M Johnson | 502-99-0010 | 40.32 | 73.12 | 312.60 | 15.12 | 441.16 |
| Joshua W Kramer | 501-99-8999 | 39.08 | 70.84 | 302.96 | 14.64 | 427.52 |
| Larry A Larson | 502-00-9991 | 39.32 | 71.28 | 304.84 | 14.76 | 430.20 |
| Gabriella W Lenz | 501-99-9989 | 39.56 | 71.72 | 306.68 | 14.84 | 432.80 |
| Terrance J Martin | 502-99-0012 | 40.30 | 73.06 | 312.38 | 15.12 | 440.86 |
| Angella A Mertz | 502-00-9909 | 39.68 | 71.88 | 307.40 | 14.88 | 433.84 |
| Michael D Messinger | 502-99-9907 | 40.32 | 73.12 | 312.60 | 15.12 | 441.16 |
| Tracy E Mott | 502-00-9927 | 39.92 | 72.36 | 309.40 | 14.96 | 436.64 |
| Sarah D Nelson | 502-99-9979 | 40.64 | 73.70 | 315.08 | 15.24 | 444.66 |
| Jack O Preston | 502-00-9996 | 39.32 | 71.28 | 304.84 | 14.76 | 430.20 |
| Terry R Primrose | 502-99-8899 | 40.68 | 73.72 | 315.16 | 15.24 | 444.80 |
| Totals: | | 1,131.49 | 2,051.15 | 8,770.23 | 424.30 | 12,377.17 |

## Regular Deduction Summary Report

The **Regular Deduction Summary repor**t will show each employee on the selected Employee List and detail all their deductions as well as the deduction totals.

This report can be used to check the correctness of an employee deduction or whenever the totals of a deduction type are in question. Due to the width of this report, you may wish to print it in **landscape** (sideways) mode.

An example of a Regular Deduction Summary report is illustrated below.



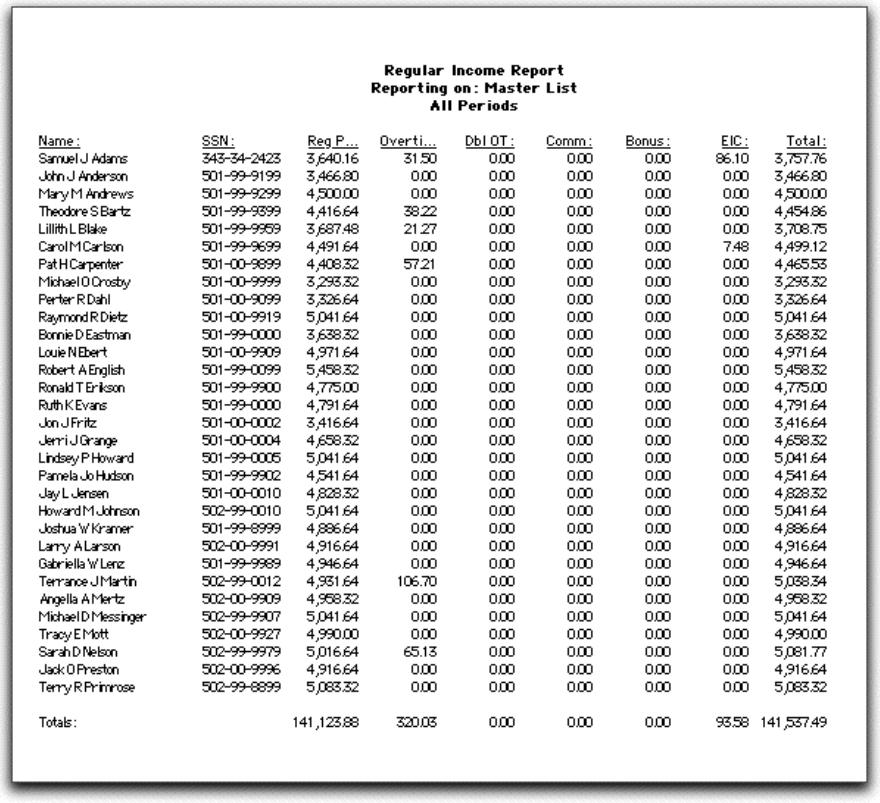
**Deductions Report**
**Reporting on: Master List**
**All Periods**

| Name: | SSN: | Federal: | FICA: | Pensio... | State: | Local: | Misc: | Total: |
|---|---|---|---|---|---|---|---|---|
| Samuel J Adams | 343-34-2423 | 289.00 | 280.89 | 0.00 | 40.46 | 0.00 | 73.43 | 683.78 |
| John J Anderson | 501-99-9199 | 404.00 | 265.24 | 0.00 | 56.56 | 0.00 | 69.32 | 795.12 |
| Mary M Andrews | 501-99-9299 | 560.00 | 344.24 | 0.00 | 78.40 | 0.00 | 90.00 | 1,072.64 |
| Theodore S Bartz | 501-99-9399 | 554.00 | 340.80 | 0.00 | 77.56 | 0.00 | 89.09 | 1,061.45 |
| Lillith L Blake | 501-99-9959 | 473.00 | 283.72 | 0.00 | 66.22 | 0.00 | 74.17 | 897.11 |
| Carol M Carlson | 501-99-9699 | 560.00 | 343.60 | 0.00 | 78.40 | 0.00 | 89.84 | 1,071.84 |
| Pat H Carpenter | 501-00-9899 | 553.00 | 341.62 | 0.00 | 77.42 | 0.00 | 89.31 | 1,061.35 |
| Michael O Crosby | 501-00-9999 | 380.00 | 251.96 | 0.00 | 53.20 | 0.00 | 65.88 | 751.04 |
| Perter R Dahl | 501-00-9099 | 384.00 | 254.48 | 0.00 | 53.76 | 0.00 | 66.52 | 758.76 |
| Raymond R Dietz | 501-00-9919 | 652.00 | 385.72 | 0.00 | 91.28 | 0.00 | 100.84 | 1,229.84 |
| Bonnie D Eastman | 501-99-0000 | 432.00 | 278.32 | 0.00 | 60.48 | 0.00 | 72.76 | 843.56 |
| Louie N Ebert | 501-00-9909 | 635.00 | 381.09 | 0.00 | 88.90 | 0.00 | 99.64 | 1,204.63 |
| Robert A English | 501-99-0099 | 764.00 | 417.56 | 0.00 | 106.96 | 0.00 | 109.16 | 1,397.68 |
| Ronald T Erikson | 501-99-9900 | 600.00 | 365.28 | 0.00 | 84.00 | 0.00 | 95.52 | 1,144.80 |
| Ruth K Evans | 501-99-0000 | 604.00 | 366.56 | 0.00 | 84.56 | 0.00 | 95.84 | 1,150.96 |
| Jon J Fritz | 501-00-0002 | 396.00 | 261.40 | 0.00 | 55.44 | 0.00 | 68.32 | 781.16 |
| Jerri J Grange | 501-00-0004 | 584.00 | 356.36 | 0.00 | 81.76 | 0.00 | 93.16 | 1,115.28 |
| Lindsey P Howard | 501-99-0005 | 652.00 | 385.72 | 0.00 | 91.28 | 0.00 | 100.84 | 1,229.84 |
| Pamela Jo Hudson | 501-99-9902 | 564.00 | 347.44 | 0.00 | 78.96 | 0.00 | 90.84 | 1,081.24 |
| Jay L Jensen | 501-00-0010 | 608.00 | 369.36 | 0.00 | 85.12 | 0.00 | 96.56 | 1,159.04 |
| Howard M Johnson | 502-99-0010 | 652.00 | 385.72 | 0.00 | 91.28 | 0.00 | 100.84 | 1,229.84 |
| Joshua W Kramer | 501-99-8999 | 616.00 | 373.80 | 0.00 | 86.24 | 0.00 | 97.72 | 1,173.76 |
| Larry A Larson | 502-00-9991 | 624.00 | 376.12 | 0.00 | 87.36 | 0.00 | 98.32 | 1,185.80 |
| Gabriella W Lenz | 501-99-9989 | 628.00 | 378.40 | 0.00 | 87.92 | 0.00 | 98.92 | 1,193.24 |
| Terrance J Martin | 502-99-0012 | 653.00 | 385.44 | 0.00 | 91.42 | 0.00 | 100.77 | 1,230.63 |
| Angella A Mertz | 502-00-9909 | 632.00 | 379.28 | 0.00 | 88.48 | 0.00 | 99.16 | 1,198.92 |
| Michael D Messinger | 502-99-9907 | 652.00 | 385.72 | 0.00 | 91.28 | 0.00 | 100.84 | 1,229.84 |
| Tracy E Mott | 502-00-9927 | 640.00 | 381.76 | 0.00 | 89.60 | 0.00 | 99.80 | 1,211.16 |
| Sarah D Nelson | 502-99-9979 | 665.00 | 388.78 | 0.00 | 93.10 | 0.00 | 101.63 | 1,248.51 |
| Jack O Preston | 502-00-9996 | 624.00 | 376.12 | 0.00 | 87.36 | 0.00 | 98.32 | 1,185.80 |
| Terry R Primrose | 502-99-8899 | 664.00 | 388.88 | 0.00 | 92.96 | 0.00 | 101.68 | 1,247.52 |
| Totals: | | 17,698.00 | 10,821.38 | 0.00 | 2,477.72 | 0.00 | 2,829.04 | 33,826.14 |

## Regular Income Summary Report

The **Regular Income Summary** report displays each employee on the selected Employee List and details all the regular income types, as well as the income totals.

Use this report to check the correctness of an employee's income or whenever the income totals are in question. Due to the width of this report, you may wish to print it in **landscape** (sideways) mode. An example of a Regular Income Summary report is illustrated below.



**Regular Income Report**
**Reporting on: Master List**
**All Periods**

| Name: | SSN: | Reg P... | Overti... | Dbl OT: | Comm: | Bonus: | EIC: | Total: |
|---|---|---|---|---|---|---|---|---|
| Samuel J Adams | 343-34-2423 | 3,640.16 | 31.50 | 0.00 | 0.00 | 0.00 | 86.10 | 3,757.76 |
| John J Anderson | 501-99-9199 | 3,466.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,466.80 |
| Mary M Andrews | 501-99-9299 | 4,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,500.00 |
| Theodore S Bartz | 501-99-9399 | 4,416.64 | 38.22 | 0.00 | 0.00 | 0.00 | 0.00 | 4,454.86 |
| Lillith L Blake | 501-99-9959 | 3,687.48 | 21.27 | 0.00 | 0.00 | 0.00 | 0.00 | 3,708.75 |
| Carol M Carlson | 501-99-9699 | 4,491.64 | 0.00 | 0.00 | 0.00 | 0.00 | 7.48 | 4,499.12 |
| Pat H Carpenter | 501-00-9899 | 4,408.32 | 57.21 | 0.00 | 0.00 | 0.00 | 0.00 | 4,465.53 |
| Michael O Crosby | 501-00-9999 | 3,293.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,293.32 |
| Perter R Dahl | 501-00-9099 | 3,326.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,326.64 |
| Raymond R Dietz | 501-00-9919 | 5,041.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,041.64 |
| Bonnie D Eastman | 501-99-0000 | 3,638.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,638.32 |
| Louie N Ebert | 501-00-9909 | 4,971.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,971.64 |
| Robert A English | 501-99-0099 | 5,458.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,458.32 |
| Ronald T Erikson | 501-99-9900 | 4,775.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,775.00 |
| Ruth K Evans | 501-99-0000 | 4,791.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,791.64 |
| Jon J Fritz | 501-00-0002 | 3,416.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,416.64 |
| Jerri J Grange | 501-00-0004 | 4,658.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,658.32 |
| Lindsey P Howard | 501-99-0005 | 5,041.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,041.64 |
| Pamela Jo Hudson | 501-99-9902 | 4,541.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,541.64 |
| Jay L Jensen | 501-00-0010 | 4,828.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,828.32 |
| Howard M Johnson | 502-99-0010 | 5,041.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,041.64 |
| Joshua W Kramer | 501-99-8999 | 4,886.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,886.64 |
| Larry A Larson | 502-00-9991 | 4,916.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,916.64 |
| Gabriella W Lenz | 501-99-9989 | 4,946.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,946.64 |
| Terrance J Martin | 502-99-0012 | 4,931.64 | 106.70 | 0.00 | 0.00 | 0.00 | 0.00 | 5,038.34 |
| Angella A Mertz | 502-00-9909 | 4,958.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,958.32 |
| Michael D Messinger | 502-99-9907 | 5,041.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,041.64 |
| Tracy E Mott | 502-00-9927 | 4,990.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,990.00 |
| Sarah D Nelson | 502-99-9979 | 5,016.64 | 65.13 | 0.00 | 0.00 | 0.00 | 0.00 | 5,081.77 |
| Jack O Preston | 502-00-9996 | 4,916.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,916.64 |
| Terry R Primrose | 502-99-8899 | 5,083.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,083.32 |
| Totals: | | 141,123.88 | 320.03 | 0.00 | 0.00 | 0.00 | 93.58 | 141,537.49 |

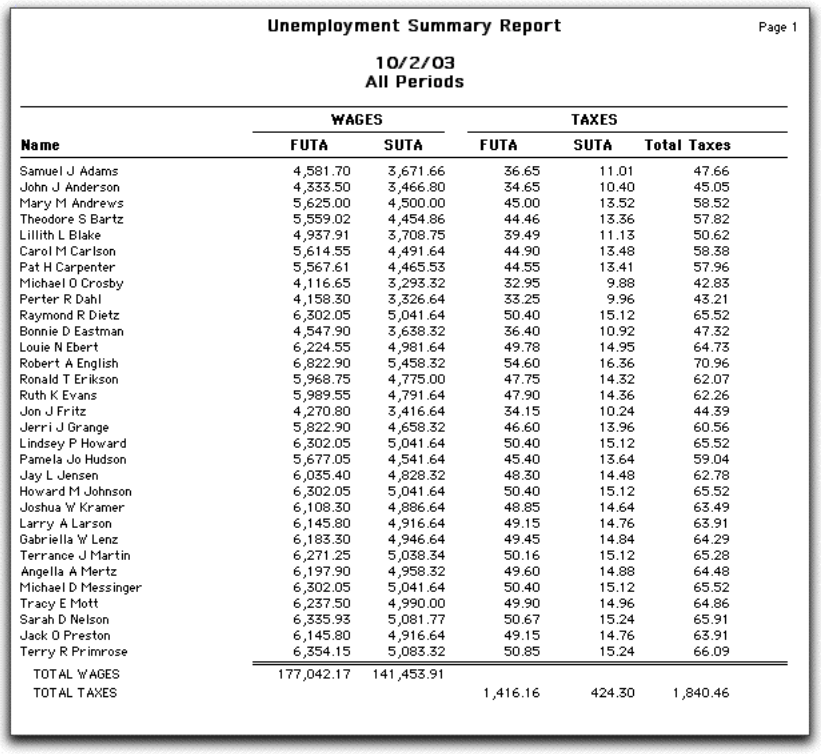
***Note:*** *Regular incomes lists only income built into the program. It does not include extra income sources.*

## Unemployment Summary Report

The **Unemployment Summary report** lists the amount of wages (FUTA and SUTA) and taxes (FUTA and SUTA) of each employee on the Employee List and provides Total Wage and Total Tax amounts.

When selected, a dialog will appear prompting you to select the proper item names from the pop-up menus to match the required fields. For example, FUTA should be selected for the Federal Unemployment field.

An example of an Unemployment Summary report is illustrated below.



**Unemployment Summary Report** Page 1

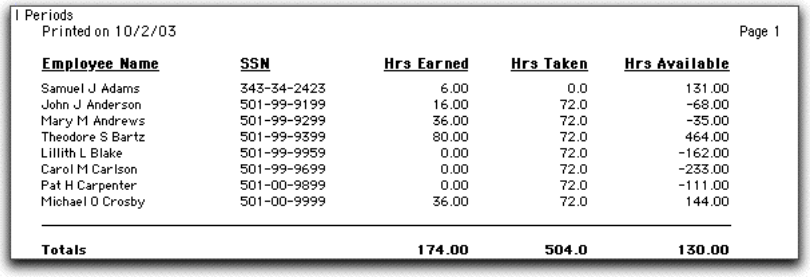
**10/2/03**
**All Periods**

| | WAGES | | TAXES | | |
|---|---|---|---|---|---|
| **Name** | **FUTA** | **SUTA** | **FUTA** | **SUTA** | **Total Taxes** |
| Samuel J Adams | 4,581.70 | 3,671.66 | 36.65 | 11.01 | 47.66 |
| John J Anderson | 4,333.50 | 3,466.80 | 34.65 | 10.40 | 45.05 |
| Mary M Andrews | 5,625.00 | 4,500.00 | 45.00 | 13.52 | 58.52 |
| Theodore S Bartz | 5,559.02 | 4,454.86 | 44.46 | 13.36 | 57.82 |
| Lillith L Blake | 4,937.91 | 3,708.75 | 39.49 | 11.13 | 50.62 |
| Carol M Carlson | 5,614.55 | 4,491.64 | 44.90 | 13.48 | 58.38 |
| Pat H Carpenter | 5,567.61 | 4,465.53 | 44.55 | 13.41 | 57.96 |
| Michael O Crosby | 4,116.65 | 3,293.32 | 32.95 | 9.88 | 42.83 |
| Perter R Dahl | 4,158.30 | 3,326.64 | 33.25 | 9.96 | 43.21 |
| Raymond R Dietz | 6,302.05 | 5,041.64 | 50.40 | 15.12 | 65.52 |
| Bonnie D Eastman | 4,547.90 | 3,638.32 | 36.40 | 10.92 | 47.32 |
| Louie N Ebert | 6,224.55 | 4,981.64 | 49.78 | 14.95 | 64.73 |
| Robert A English | 6,822.90 | 5,458.32 | 54.60 | 16.36 | 70.96 |
| Ronald T Erikson | 5,968.75 | 4,775.00 | 47.75 | 14.32 | 62.07 |
| Ruth K Evans | 5,989.55 | 4,791.64 | 47.90 | 14.36 | 62.26 |
| Jon J Fritz | 4,270.80 | 3,416.64 | 34.15 | 10.24 | 44.39 |
| Jerri J Grange | 5,822.90 | 4,658.32 | 46.60 | 13.96 | 60.56 |
| Lindsey P Howard | 6,302.05 | 5,041.64 | 50.40 | 15.12 | 65.52 |
| Pamela Jo Hudson | 5,677.05 | 4,541.64 | 45.40 | 13.64 | 59.04 |
| Jay L Jensen | 6,035.40 | 4,828.32 | 48.30 | 14.48 | 62.78 |
| Howard M Johnson | 6,302.05 | 5,041.64 | 50.40 | 15.12 | 65.52 |
| Joshua W Kramer | 6,108.30 | 4,886.64 | 48.85 | 14.64 | 63.49 |
| Larry A Larson | 6,145.80 | 4,916.64 | 49.15 | 14.76 | 63.91 |
| Gabriella W Lenz | 6,183.30 | 4,946.64 | 49.45 | 14.84 | 64.29 |
| Terrance J Martin | 6,271.25 | 5,038.34 | 50.16 | 15.12 | 65.28 |
| Angella A Mertz | 6,197.90 | 4,958.32 | 49.60 | 14.88 | 64.48 |
| Michael D Messinger | 6,302.05 | 5,041.64 | 50.40 | 15.12 | 65.52 |
| Tracy E Mott | 6,237.50 | 4,990.00 | 49.90 | 14.96 | 64.86 |
| Sarah D Nelson | 6,335.93 | 5,081.77 | 50.67 | 15.24 | 65.91 |
| Jack O Preston | 6,145.80 | 4,916.64 | 49.15 | 14.76 | 63.91 |
| Terry R Primrose | 6,354.15 | 5,083.32 | 50.85 | 15.24 | 66.09 |
| TOTAL WAGES | 177,042.17 | 141,453.91 | | | |
| TOTAL TAXES | | | 1,416.16 | 424.30 | 1,840.46 |

## Vacation, Sick, and Holiday Hours Reports

The Reports list includes an Hours - Vacation Report, Hours - Sick Report, and an Hours- Holiday Report. Each report displays earned, taken, and available hours for each employee for the time period you designate.

An example of a Vacation Hours Report is illustrated below.



| Periods | | | | |
|---|---|---|---|---|
| Printed on 10/2/03 | | | | Page 1 |
| **Employee Name** | **SSN** | **Hrs Earned** | **Hrs Taken** | **Hrs Available** |
| Samuel J Adams | 343-34-2423 | 6.00 | 0.0 | 131.00 |
| John J Anderson | 501-99-9199 | 16.00 | 72.0 | -68.00 |
| Mary M Andrews | 501-99-9299 | 36.00 | 72.0 | -35.00 |
| Theodore S Bartz | 501-99-9399 | 80.00 | 72.0 | 464.00 |
| Lillith L Blake | 501-99-9959 | 0.00 | 72.0 | -162.00 |
| Carol M Carlson | 501-99-9699 | 0.00 | 72.0 | -233.00 |
| Pat H Carpenter | 501-00-9899 | 0.00 | 72.0 | -111.00 |
| Michael O Crosby | 501-00-9999 | 36.00 | 72.0 | 144.00 |
| **Totals** | | **174.00** | **504.0** | **130.00** |

***Note:*** *Report will display all zeroes until the first Payroll is recorded after setup.*

# Queue Reports

When you have checks waiting to be printed in the Check Queue, the following reports can be generated. If necessary, refer to Chapter 5, *Process Payroll.*

## Queue Detail Report

The Queue Detail report lists all paychecks currently waiting to be printed from the Check Queue. It itemizes all the payroll items on each employee's paycheck. Use this report for checking your payroll before actually printing the checks. If you find any mistakes, you can edit the check in the queue before printing.

## Queue Hours Report

For each employee in the queue, the Queue Hours report displays the hours for Regular Pay, Overtime, Double Overtime, Vacation, Sick, and Holiday. Any other extra income hours are combined under the heading **Other**.

## Queue Summary Report

This report lists all the employee paychecks currently waiting in the Check Queue for printing. Listed in this report are the amounts deducted (Federal, State, Local, etc.) from the paycheck of each employee. Use this report for checking your payroll before actually printing the checks. If a mistake is found, the check can be removed from the queue, corrected, and added back.

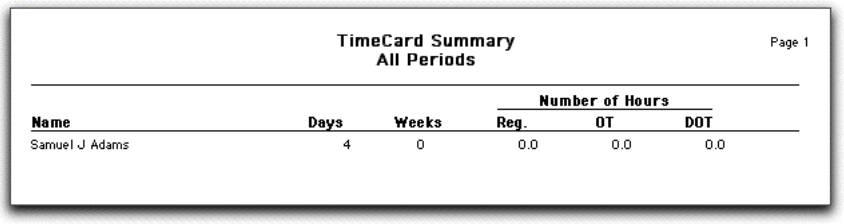
# Time Card Reports

Pre-designed reports have been created for your Time Card data. They are located in the Reports Main Dialog and include General reports (detail and summary) and Income reports (detail and summary).

***Note:*** *The Hours fields of the Time Card Reports will display the minutes converted into hundredths.*

## Time Card Summary Report

Illustrated below is an example of the Time Card General Summary report.



TimeCard Summary
All Periods

Page 1

| Name | Days | Weeks | Number of Hours Reg. | OT | DOT |
|---|---|---|---|---|---|
| Samuel J Adams | 4 | 0 | 0.0 | 0.0 | 0.0 |

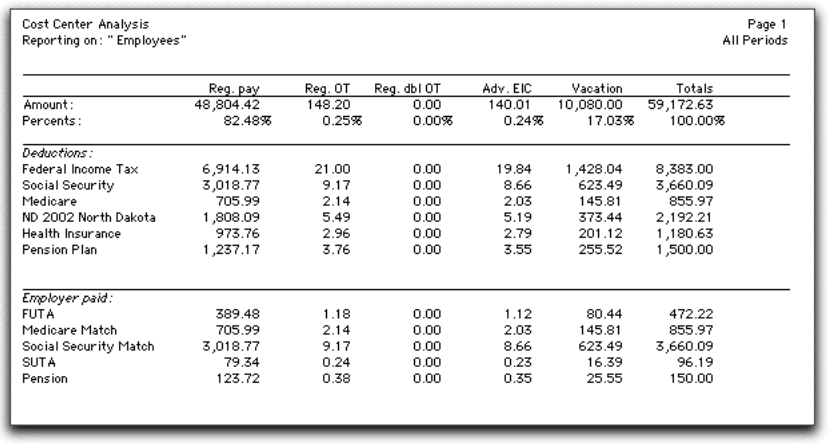
***Note:*** *The Time Card General Summary Report is only available when automatic overtime calculation is selected in Time Card preferences.*

# Miscellaneous Reports

## Cost Center Analysis Report

The **Cost Center Analysis Repor**t in Ultimate Payroll (Single and Multi-Company) lists the amounts and percentages of Regular Pay, Regular Overtime, and Regular Double Overtime pay paid by the company to its employees. It also lists the deductions withheld for Federal Income Tax, Medicare, and Social Security. Additionally, employer paid contributions (FUTA, Medicare Match, and Social Security Match) are detailed.

An example of a Cost Center Analysis Report is illustrated below.



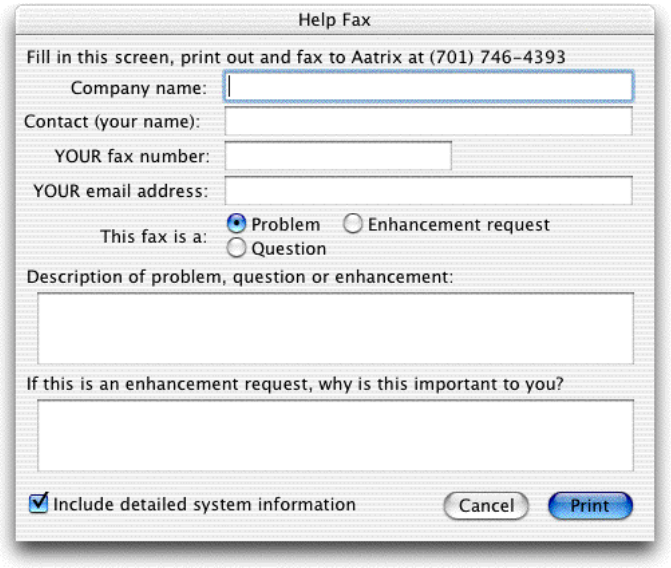
Cost Center Analysis — Page 1
Reporting on: "Employees" — All Periods

| | Reg. pay | Reg. OT | Reg. dbl OT | Adv. EIC | Vacation | Totals |
|---|---|---|---|---|---|---|
| Amount: | 48,804.42 | 148.20 | 0.00 | 140.01 | 10,080.00 | 59,172.63 |
| Percents: | 82.48% | 0.25% | 0.00% | 0.24% | 17.03% | 100.00% |
| *Deductions:* | | | | | | |
| Federal Income Tax | 6,914.13 | 21.00 | 0.00 | 19.84 | 1,428.04 | 8,383.00 |
| Social Security | 3,018.77 | 9.17 | 0.00 | 8.66 | 623.49 | 3,660.09 |
| Medicare | 705.99 | 2.14 | 0.00 | 2.03 | 145.81 | 855.97 |
| ND 2002 North Dakota | 1,808.09 | 5.49 | 0.00 | 5.19 | 373.44 | 2,192.21 |
| Health Insurance | 973.76 | 2.96 | 0.00 | 2.79 | 201.12 | 1,180.63 |
| Pension Plan | 1,237.17 | 3.76 | 0.00 | 3.55 | 255.52 | 1,500.00 |
| *Employer paid:* | | | | | | |
| FUTA | 389.48 | 1.18 | 0.00 | 1.12 | 80.44 | 472.22 |
| Medicare Match | 705.99 | 2.14 | 0.00 | 2.03 | 145.81 | 855.97 |
| Social Security Match | 3,018.77 | 9.17 | 0.00 | 8.66 | 623.49 | 3,660.09 |
| SUTA | 79.34 | 0.24 | 0.00 | 0.23 | 16.39 | 96.19 |
| Pension | 123.72 | 0.38 | 0.00 | 0.35 | 25.55 | 150.00 |

## Help Fax Report

The Help Fax feature allows you to print out a **Technical Support Fax Report** that you can fax to the Aatrix Support Staff.

To access Help Fax, select the **Help Fax** option under the **Apple** menu. In the dialog that appears, enter the question, comment, or enhancement request you want printed on the fax. The Help Fax report is pictured below.

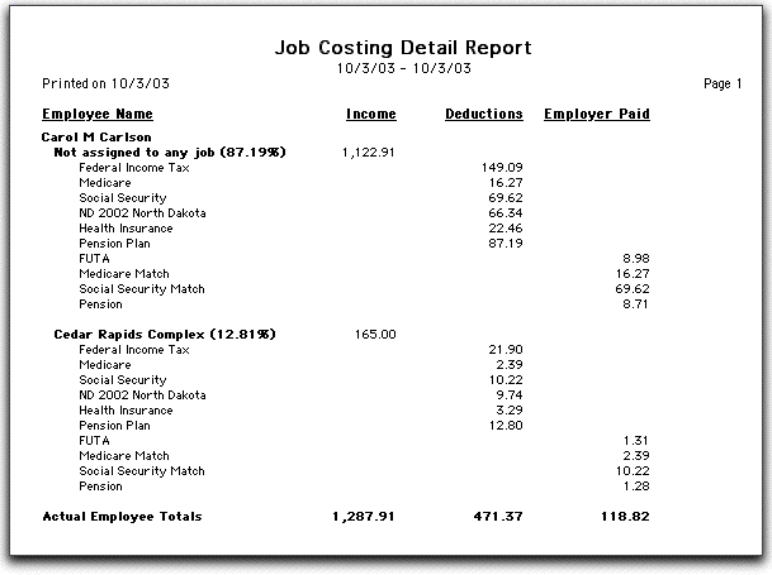



You can also have the program automatically include, on your Help Fax, detailed information about your system (e.g., computer type, memory, extensions, etc.). If you are faxing Aatrix about a particular problem, it can be helpful for the technical support staff to have this information when trying to assess the problem.

## Job Costing Detail Report

The **Job Costing Detail report** breaks out income (i.e., job) by the state withholding, other deductions, and employer paids that are assigned to the employee.

Following is an example of the Job Costing Detail report for one job—the Cedar Rapids Complex job. Job reports can, however, be generated for all jobs which would include rates not assigned to any job.



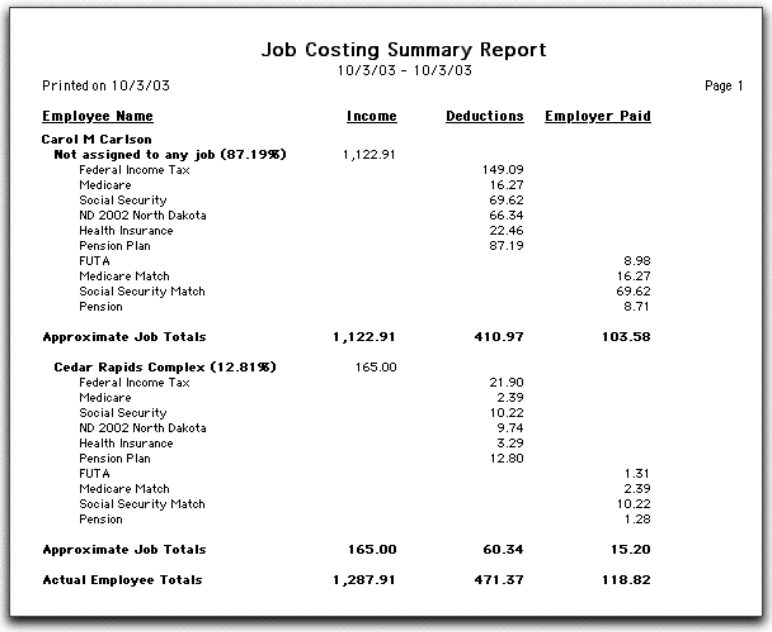
Job Costing Detail Report
10/3/03 - 10/3/03
Printed on 10/3/03 Page 1

| Employee Name | Income | Deductions | Employer Paid |
|---|---|---|---|
| **Carol M Carlson** | | | |
| **Not assigned to any job (87.19%)** | 1,122.91 | | |
| Federal Income Tax | | 149.09 | |
| Medicare | | 16.27 | |
| Social Security | | 69.62 | |
| ND 2002 North Dakota | | 66.34 | |
| Health Insurance | | 22.46 | |
| Pension Plan | | 87.19 | |
| FUTA | | | 8.98 |
| Medicare Match | | | 16.27 |
| Social Security Match | | | 69.62 |
| Pension | | | 8.71 |
| **Cedar Rapids Complex (12.81%)** | 165.00 | | |
| Federal Income Tax | | 21.90 | |
| Medicare | | 2.39 | |
| Social Security | | 10.22 | |
| ND 2002 North Dakota | | 9.74 | |
| Health Insurance | | 3.29 | |
| Pension Plan | | 12.80 | |
| FUTA | | | 1.31 |
| Medicare Match | | | 2.39 |
| Social Security Match | | | 10.22 |
| Pension | | | 1.28 |
| **Actual Employee Totals** | **1,287.91** | **471.37** | **118.82** |

## Job Costing Summary Report

The **Job Costing Summary report** breaks out income (i.e., job) by the state withholding, other deductions, and any other employer paid items that are assigned to the employee.

Following is an example of the Job Costing Summary report for one job—the Cedar Rapids Complex job. Job reports can, however, be generated for all jobs which would include rates not assigned to any job.



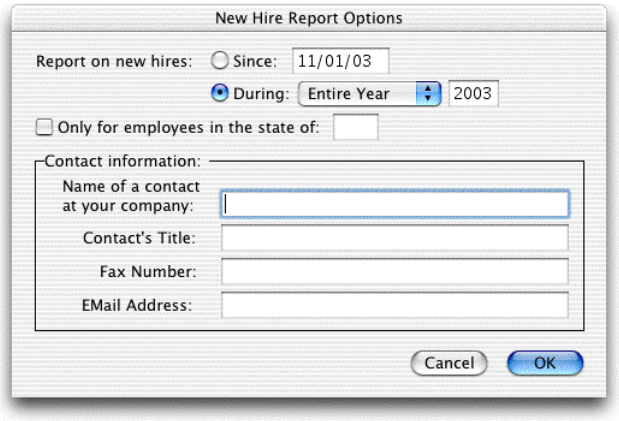
Job Costing Summary Report
10/3/03 - 10/3/03
Printed on 10/3/03 Page 1

| Employee Name | Income | Deductions | Employer Paid |
|---|---|---|---|
| **Carol M Carlson** | | | |
| **Not assigned to any job (87.19%)** | 1,122.91 | | |
| Federal Income Tax | | 149.09 | |
| Medicare | | 16.27 | |
| Social Security | | 69.62 | |
| ND 2002 North Dakota | | 66.34 | |
| Health Insurance | | 22.46 | |
| Pension Plan | | 87.19 | |
| FUTA | | | 8.98 |
| Medicare Match | | | 16.27 |
| Social Security Match | | | 69.62 |
| Pension | | | 8.71 |
| **Approximate Job Totals** | **1,122.91** | **410.97** | **103.58** |
| **Cedar Rapids Complex (12.81%)** | 165.00 | | |
| Federal Income Tax | | 21.90 | |
| Medicare | | 2.39 | |
| Social Security | | 10.22 | |
| ND 2002 North Dakota | | 9.74 | |
| Health Insurance | | 3.29 | |
| Pension Plan | | 12.80 | |
| FUTA | | | 1.31 |
| Medicare Match | | | 2.39 |
| Social Security Match | | | 10.22 |
| Pension | | | 1.28 |
| **Approximate Job Totals** | **165.00** | **60.34** | **15.20** |
| **Actual Employee Totals** | **1,287.91** | **471.37** | **118.82** |

## New Hire Report

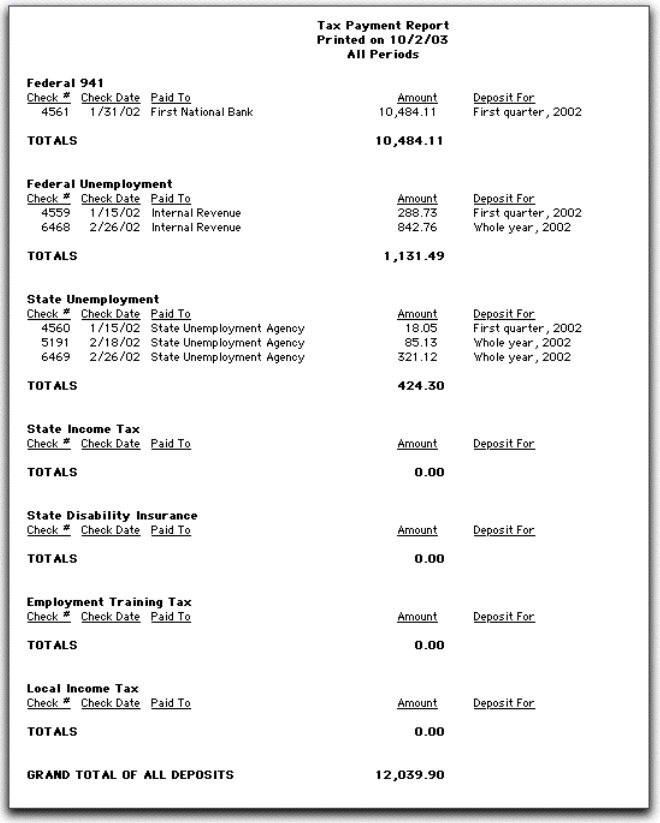
Federal and state laws require that every employer must report each employee hired on or after October 1, 1997. The report must be made no later than 20 days after the date the employee is hired. If you have any questions about reporting new hire information, call your State Child Enforcement agency.

To generate a New Hire Report, select the **New Hire Report** option in the Reports list, then click either **Preview** or **Print**. In the New Hire Report Options window which appears (see below), enter the appropriate information, then click OK.




## Tax Payment Summary Report

The Tax Payment Summary report shows all payments made on all tax items for any given period you choose.



**Tax Payment Report**
**Printed on 10/2/03**
**All Periods**

**Federal 941**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| 4561 | 1/31/02 | First National Bank | 10,484.11 | First quarter, 2002 |
| **TOTALS** | | | **10,484.11** | |

**Federal Unemployment**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| 4559 | 1/15/02 | Internal Revenue | 288.73 | First quarter, 2002 |
| 6468 | 2/26/02 | Internal Revenue | 842.76 | Whole year, 2002 |
| **TOTALS** | | | **1,131.49** | |

**State Unemployment**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| 4560 | 1/15/02 | State Unemployment Agency | 18.05 | First quarter, 2002 |
| 5191 | 2/18/02 | State Unemployment Agency | 85.13 | Whole year, 2002 |
| 6469 | 2/26/02 | State Unemployment Agency | 321.12 | Whole year, 2002 |
| **TOTALS** | | | **424.30** | |

**State Income Tax**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| **TOTALS** | | | **0.00** | |

**State Disability Insurance**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| **TOTALS** | | | **0.00** | |

**Employment Training Tax**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| **TOTALS** | | | **0.00** | |

**Local Income Tax**

| Check # | Check Date | Paid To | Amount | Deposit For |
|---|---|---|---|---|
| **TOTALS** | | | **0.00** | |

**GRAND TOTAL OF ALL DEPOSITS** **12,039.90**

Appendix C

# Troubleshooting

## Appendix overview

This appendix describes and provides solutions for some of the most common problems. The Q and As are organized by the following topics:

- Error messages
- Program incompatibilities
- Printing
- General

# Troubleshooting overview

This appendix provides answers to some common questions we receive from our payroll users. If you do not find an answer to your problem in this section or in the related section of the user guide, please contact Technical Support.

## Error Messages

### Error Type # 1, 2, or 3

These three types of error messages are System error messages. Any number of things can cause the problem (e.g., extensions, bad system). You should first determine if extensions are causing the problem by disabling your extensions and then trying to run the program again.

### Error Type # 25

This message is related to the amount of memory you have allocated to the payroll program. To set the application memory so you don't receive the error message, quit out of the payroll program, then select the program application icon by clicking on it once. Select the **Get Info** command from the **File** menu. In the dialog that appears, increase the application memory size as needed. Close the **Get Info** window and try to run the program again.

### Error Type -39

This error message may occur when opening the payroll program. It means that your icon is bad and that you need to extract a new icon. To fix the problem,

1. Insert the Aatrix CD-ROM, then double-click on the **Payroll Products Installer** icon.
2. Select **Extract**.
3. Enter the **Code** that came with the payroll program CD.
4. Select the existing payroll application.
5. Eject the payroll CD-ROM.

### Error # 43

In order to avoid this error message when recording checks, make sure your register file(s) are in the Registers *f* folder; and the Registers *f* folder is in your Aatrix Top Pay folder. To link a register to your company, open the program, then select a register from the Check Registers sub-menu in the File menu (a check mark will appear next to its name). If you don't have any registers, you will have to create one using the New Check Register command in the Check Registers sub-menu and selecting it from the Check Registers sub-menu in the File menu.

### Error # 48

This error means that the program could not install completely because of duplicated items found on the hard drive. The duplicated items are the result of quitting in the middle of the installation, and then trying to re-install the program. You will need to trash the Aatrix Top Pay folder from the hard drive before you install the program.

### Bad F-Line

A Bad F-Line generally results from a deduction being linked to the wrong table. Check each of your deductions making sure the calculation method is set up correctly for each deduction. Don't forget to **Update** your Master Employee List after correcting the deduction and correct your Default Information file by deleting the deduction from the assigned side and re-assigning the deduction.

### Can't find the default...

The message Can't find the default income sources, deduction types, or employer types file means that you have moved these files out of the Employee Files ƒ folder of the company that is currently open. Make sure these 3 files are in your Employee Files ƒ folder of that company and that the Employee Files ƒ folder is in the appropriate company folder in your Aatrix Top Pay folder.

## Program incompatibilities

The following programs are known to cause problems with our payroll programs:

### Adobe Type Manager and Adobe Type Reunion

Turn off the extension/control panel for these utilities when installing and running your payroll program.

### Auto Doubler

If you have Auto Doubler installed on your computer, you will need to set it up so that it does not compact your payroll folder and any files within the payroll folder.

### Norton Utilities File Saver

If you have the Norton Utilities File Saver installed on your computer, you will need to set it to **update at shutdown**.

### QuickTime

When installing or updating this application, turn off QuickTime in the Apple Control Panel and Extensions.

## Printing

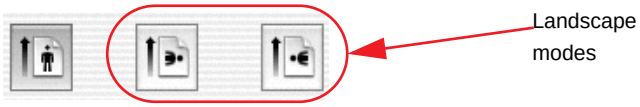
**Q** **I'm using 8.5 x 11 checkform sheets with 3 checks per page. Why does my laser printer print one check then skip the next two when I print from the Check Queue?**

**A** *Make sure you enter the appropriate number of checks you want printed per page in the **Printing Preferences** dialog. To access this dialog, select the **Preferences** command from the **Edit** menu. If you still have this problem, open the checkform and select the **Form Setup** command in the **File** menu. Make sure the size of your form is set up correctly (e.g., each check is 2.75x8.5), and the **Fit as many as possible on a sheet of paper** option is selected.*

**Q** **Why does the information from some reports get cut off when I print them?**

**A** *Some reports (e.g., General Deduction, General Contribution) have been designed to print in landscape mode. In order to view all the report information, you will need to select the **Page***

***Setup*** *command from the* ***File*** *menu before printing the report. In the Page Setup dialog, select the* ***landscape*** *mode option (see below).*




## General

**Q** **Why can't I access my Help screens?**

**A** *The Help file may have been moved out of the Defaults ƒ folder or has been trashed. If you locate the Help file on your hard disk, move it back into the Defaults ƒ folder. If you can't locate the Help file, you can drag the Help file into your Defaults ƒ folder from your original installation disk.*

**Q** **I have my liability accounts in QuickBooks, do I still need to use the Liability Register in Aatrix Top Pay?**

**A** *The liability registers in Aatrix Top Pay allow you to keep track of the liability for each payroll variable. You do not have to use them in order to use Aatrix Top Pay.*

**Q** **When sending (exporting) Payroll data to an accounting program, I get this message: *Warning - no records were exported. Please check the date in the export window.* What does this mean?**

**A** *The program sends checks by date. The date you enter in the export window must match a date in the employee's pay history records. Go to Pay History of an employee paid and check the date in the pop-up menu.*

**Q** **I made a liability payment and the amount of the check is wrong.**

**A** *First, make sure the Master List is selected. This ensures all employees are included. Run the Pay History Detail Report (totals only) for the same period as the liability check. If the reports match the amount on the check, examine the individual's pay history records for errors. If they do not match, compare the totals to find the error.*

**Q** **When I process payroll, my deduction/employer paid item is still calculating for a particular employee when they have reached their limit. How can I fix this?**

**A** *First, make sure the upper limits are set properly. To do so, click on the Payroll Items tab window and double click the deduction/employer paid item in question. If the upper limits are correct, go through each check from Pay History records, making sure the correct amount is listed in the wages column for this deduction/employer paid item.*

**Q** **When I process Payroll it keeps entering the same hours all the time. I would like it to be zero. How can I change this?**

**A** *Aatrix Top Pay has a default set of hours based on your pay period. For example, Weekly will be 40 hours, biweekly is 80 hours, and semi-monthly is 86.67 hours. You can change the default to zero in the Employee Preferences window. Select Preferences in the Edit menu. In the window that appears, click Employees. There is a check box for alternate default hours. Check the box and enter zero.*

**Q** **My Federal/State tax tables are not calculating correctly!**

**A** *In the Employees tab window, confirm the settings for Pay Period, Filing Status, and Exemptions are correct. Also, verify that any tax-exempt income items or deductions in the Payroll Items tab window are correct.*

**Q** **Why do I only get three out of four copies when printing the Employee/Employer copies of Form W-2?**

**A** *You may have clicked the **Print Sample** button instead of the **Print W2s** button. **Print Sample** prints only one copy of the form for proofing purposes.*

**Q** **When I process my Form 941, I get a fraction of cents that is unacceptably large.**

**A** *Bring up a Pay History Detail Report (totals only) for the same period. Compare wages and amounts for Federal, SS Employee, SS Match, Medicare Employee and Medicare match. Make adjustments as needed.*

**Q** **I updated my system (or transferred my Aatrix folder) and tried to open the program. Now it wants a password!**

**A** *When the computer system is updated, it places Pay Defaults in your System Preferences folder in the old system folder. In moving the Aatrix program to the new computer, you might forget to move this folder from the old system folder into the new System Preferences folder. Simply enter the default password (which is the word **password** in lower case letters) and then change it to the one you want; or locate the old Pay Defaults folder and move it to the new system.*

**Q** **I tried to open the payroll program and got a message saying that it couldn't continue because the Defaults ƒ folder and the application are not in the same folder. What should I do?**

**A** *An Aatrix Top Pay folder was created when you installed the payroll program. The Defaults ƒ folder and the application must be stored in this folder. To solve this problem, locate the Defaults ƒ folder and the program application and move them back into the Aatrix Top Pay folder.*

**Q** **How come I get zeroes in my 941 report's line 14 (deposits made) when I have checks in the program for that payment?**

**A** *This can be fixed by going to the **Liabilities** tab window, selecting Federal 941 and clicking the Edit button. Make sure the Report Type is selected as Federal 941. If needed, refer to Chapter 7, Liabilities for more information. Or you can edit the payment in the Check Register. In the Edit Entry window, make sure to mark the check box next to the pop-up menu stating that it is a 941 payment.*

**Q** **When I view my check register there is nothing in there. It was fine last time I viewed it...**

**A** *Check your **Display** and **Limit by** options at the top of the window. You may have a box that is incorrectly checked/unchecked.*

**Q** **When I installed Aatrix Top Pay it did not contain Disability Insurance and I need to have it.**

**A** *Aatrix Top Pay automatically contains the basic deductions for any state. If your state requires disability insurance, you will need to create a new payroll item(s) in the Payroll Items window. For more information, please see Chapter 5: Payroll Items.*

**Q** **I do not have a separate cash account for payroll. Do I need to reconcile my Payroll Check register?**

**A** *If you do not have a separate payroll register you don't need to reconcile the check register in payroll. The Aatrix Top Pay program has a payroll register and it will always enter the payroll check and liability checks into the register. You can still use the cash accounts you have in QuickBooks. This will not interrupt anything in Aatrix Top Pay.*

**Q** **I need to set up my tipped employees so they can make a minimum per hour rate. How can I do this?**

**A** *In some cases you will need to make sure the employee receives a minimum pay amount. For this instance you need to set up another income source for minimum per hour. You would create a new income in the income sources. Set the title to 'minimum per hour' and the income type to 'Minimum per hour'. The calculation method would be set to 'Normal'. Then type in the rate you want to set for the minimum pay rate per hour. Assign it to the employee. When you process payroll the minimum per hour will only calculate if the gross divided by the number of hours worked is less then the rate entered into the minimum per hour Extra Income.*

**Q** **My 401K has a limit. Can I set a limit?**

*You can set an Upper limit or Lower limit on any deduction. For the 401K you may have an upper limit on the amount contributed per year. To do so, in the Payroll Items window, double-click the 401k deduction and click the Upper Limit radio button. In the window that appears, set it to Amount per year or Amount per pay period.*

**Q** **Can I set a 401K for an employee for whom the company pays part of the pension?**

**A** *A 401K can be created for both employee and employer. You would set the 401K for the company 's share in the Employer Paid section. Click the green New button and title it 401K Company. Set the Employer type to Pension. Assign the 401K Company to the employee and then set the calculation method. The calculation method may not always be the same as the Employees share. You would also create a deduction for the employee paid portion of the 401k deduction by clicking the red New button.*

**Q** **How can I create a 401K deduction?**

**A** *A 401K is setup in the Payroll Items window. In the Deductions section, click the red button and type in the title 401K. Set the Deduction Type to Pension. Leave the calculation method to zero since each employee may have a different method for their 401K deduction. Assign the 401K deduction to an employee and set the calculation method on the Assigned side for each employee. Some employees may elect a straight amount while other may want a percentage.*

**Q** **How can I include reimbursed income in employees payroll?**

**A** *In the Payroll Items window, click the blue New button in the Income section of the window. Enter a title like Mileage Reimbursement. Set the Type to reimbursement. Set the Calculation method to regular for a straight reimbursement amount. Assign the reimbursement to the applicable employees.*

**Q** **How can I set up tipped income for my employees?**

**A** *In the Payroll Items window, click the blue New button in the Income section. Enter a Tips in the title. Set the Type to Tips. The Calculation method should automatically be set to Normal. Then assign the Tips income item to the applicable employees.*

**Q** **My adjusted gross wage is incorrect, is there a way to correct this?**

**A** *All wages are stored in each employee's pay history records. There will be a wage column for each deduction and employer paid. You can change this value for each paycheck in the pay history for all the employees. After making the change, your reports will reflect this change. However, you may want to check your deduction for the correct exemptions.*

**How do I track employee vacation time in Aatrix Top Pay?**

**A** *Aatrix Top Pay will track vacation, sick, and holiday time. To do so, in the Employees window select an employee, then click the Vacation, Sick, Holiday button. (Be sure that the Income item 'Vacation' is assigned to the employee.) You can accrue time on just about any method. The most common is to set a number of earned hours per pay period and number of hours per year.*

**Q** **What is a Default Stationery?**

**A** *Default stationery is a file that contains the basic setup for any new employee you would hire. You normally have Federal Withholding, State Withholding, Social Security, and Medicare assigned to your deductions. For employer paid you would have FUTA, SUTA, Social Security Match (Company), and Medicare Match (Company).*

# Notes

# Using ST Pro

## Appendix overview

The following information is covered in this appendix:

- Processing payroll with ST Pro hours
  - Exporting hours out of ST Pro
  - Importing hours into an Aatrix payroll program

# Processing payroll with ST Pro hours

## Exporting hours out of ST Pro

### In ST Pro:

**Process Regular Payroll:**

1 Enter the dates you wish to use.

2 Enter the hours for each employee for the time period you entered.

**File Menu:**

1 Select **Save** - will save hours and deductions for future reference.

2 Select **Print** - to the screen and then printer - to get report to add to payroll records.

The window in which you entered your employee hours will re-appear:

1 Click **Export**.

2 Find, select, and open the Payroll Folder and save the new file (Gross Pay **/**/** to **/**/**) into that folder.

## Importing hours into an Aatrix payroll program

### In your Aatrix payroll program:

**Import your employee hours:**

1 Click the **Process Payroll** tab.

2 Select **File** > **Import Hours**.

3 In the window that appears, locate your Payroll Folder and select the file you exported out of ST Pro, then click **Import**.

**Process and queue the paychecks:**

1 Select the first employee listed in the Employee List and check to see that the employee's totals are correct.

2 Click the **Queue Check** button to put this employee's check in the Check Queue.

3 Process and queue each employee paycheck.

**Print the paychecks:**

Please see Chapter 5, Check Queue overview on page 5-11.

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